Facility & Outdoor Maintenance & Use Agreement

Schools and Recreation Centers

City of Alexandria, Virginia
Department of Recreation, Parks & Cultural Activities
Department of Transportation and Environmental Services
Department of General Services

Alexandria City Public Schools

2014

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Background

In 1997, City of Alexandria's City Manager and Superintendent of Alexandria City Public Schools (ACPS) adopted a Memorandum of Understanding (MOU), which outlined the shared maintenance roles and responsibilities for the two organizations. While this agreement was instrumental in streamlining many duplicate services and efforts; both organizations mutually agreed that the 1997 MOU contained numerous ambiguous areas; particularly in ACPS and the Department of Recreation, Parks & Cultural Activities (RPCA) shared facilities.

After identifying the 1997 document shortfalls; a City internal work group began to meet quarterly with the hopes of developing a broader and more inclusive agreement. In 2006, during the City Council Budget Hearings, the Council proposed changes to the existing structure of maintenance responsibilities at the public schools. The proposal focused on developing better communications between RPCA, Transportation and Environmental Services (T&ES), and ACPS. In 2007, the working group developed a plan that enabled ACPS to reassign their current grounds maintenance employees to the City, which reduced ACPS's obligation to grounds maintenance.

By working with ACPS, the City gained additional efficiencies and provided a higher level of maintenance for each school. A revised document was adopted in 2012. Despite the improved language and clarity in the agreement, the subsequent document did not delve deeply enough into the details regarding service levels, service indicators and triggers, measurement methods and budgetary roles, responsibilities and procedures. In addition to the aforementioned shortcomings; the 2012 agreement did not address the current conditions, repurposed facilities or deferred maintenance that occurred since the original 1997 agreement. A new work group was formed in early in 2013 to address the perceived deficiencies in the 2012 agreement. To increase the depth and prospective of the proposed addendum, the work group was assembled with staff from RPCA, TE&S, DGS, and ACPS.

Note: DGS is the Department of General Services, City of Alexandria.

Background (Continued)

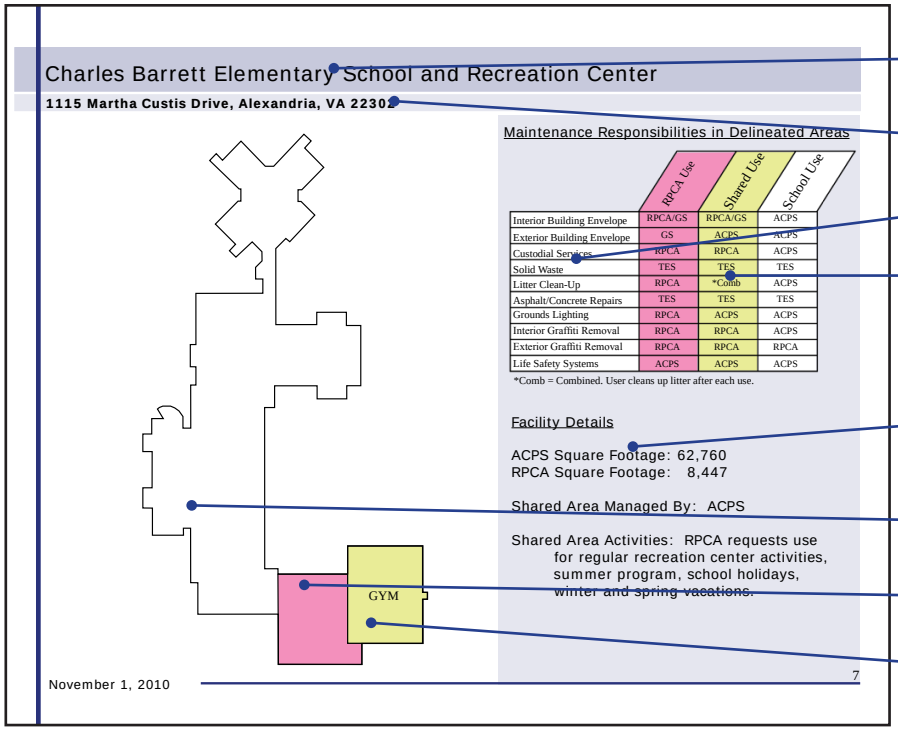
The 2014 MOU updates reflect efforts to eliminate discrepancies, updating property description with new data, incorporating omissions or deficiencies, and establishing procedures to ensure continual upkeep which reflect changes in actual field conditions or administration.

Upon acceptance of this updated MOU; it is important to establish that this agreement will need annual reviews and be updated and modified as necessary to continue its accuracy and functionality. The 2014 update builds upon the 2012 template; however the improved document addresses each facility as a whole, while detailing in broader scope the maintenance responsibilities of RPCA and ACPS respectively as related to each facility. In addition, the 2014 updated MOU addresses the roles and responsibilities of three City departments (RPCA, DGS and T&ES) with ACPS, while incorporating aspects of the Eco-City Charter. Finally, the 2014 updated MOU incorporates RPCA Recreation Services' Shared Facility Use Programming.

How to Use This Document

Facility

This document is arranged alphabetically according to the facility name (except the two facilities at the end of this documnent). For each facility, there is a floor plan delineating which spaces are used solely by ACPS and RPCA and which spaces are shared. The chart on the right defines which agency is responsible for maintenance elements required within the delineated spaces. Each page also includes text that describes the facility in greater detail.



Charles Barrett Elementary School and Recreation Center

1115 Martha Custis Drive, Alexandria, VA 22302

Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	ACPS	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Asphalt/Concrete Repairs	TES	TES	TES
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	RPCA	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 62,760
RPCA Square Footage: 8,447

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for regular recreation center activities, summer program, school holidays, winter and spring vacations.

GYM

November 1, 2010

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Facility Name

Facility Address

Facility Maintenance Needs

Owner of Maintenance Responsibility (varies depending on the area in which the maintenance occurs)

Details (Gross square footage, shared uses, owner of facility)

ACPS Use (White)

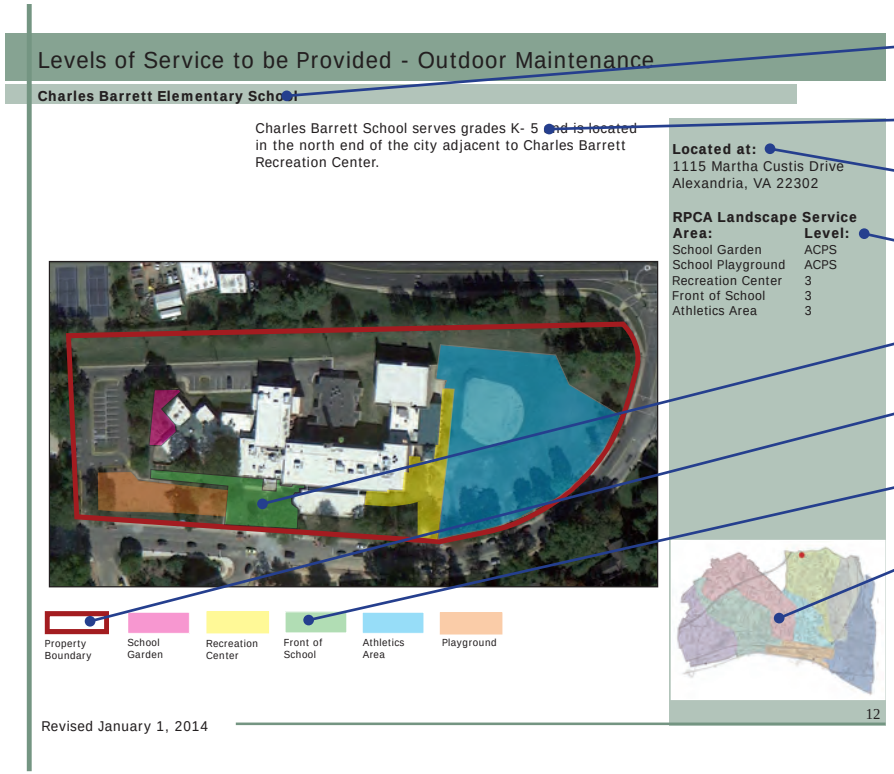
RPCA Use (Pink)

Shared Use (Yellow)

How to Use This Document

Grounds Sites

This document is arranged alphabetically according to the site name. For each site, the property line is identified in red. Areas shaded are the responsibility of the appropriate agency as identified within this document. Each page also includes text that describes the facility in greater detail as needed.



Levels of Service to be Provided - Outdoor Maintenance

Charles Barrett Elementary School

Charles Barrett School serves grades K- 5 and is located in the north end of the city adjacent to Charles Barrett Recreation Center.

Located at:
1115 Martha Custis Drive
Alexandria, VA 22302

RPCA Landscape Service Area:	**Level:**
School Garden	ACPS
School Playground	ACPS
Recreation Center	3
Front of School	3
Athletics Area	3

Property Boundary | School Garden | Recreation Center | Front of School | Athletics Area | Playground

Revised January 1, 2014

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Site Name

Description

Site Address

Service Level Provided and Responsibility (see pgs: 69-74)

Example: RPCA Maintenance Area (shaded within property)

Property Line

Graphic: Landscape Service Areas

City Location Map

Facility and Outdoor Maintenance and Use Definitions

Interior Building Envelope
The interior envelope includes floors, drywall, paint, interior fixtures, gymnasium furnishings (goals, nets, rims, wall padding), casework, appliances, duct work, sound systems, shades, doors, hardware, alarm systems, and IT systems.

Exterior Building Envelope
The exterior envelope is defined as the structural components of the building, including roof, walls, doors, hardware, windows and foundation. It also includes ceiling, insulation, electrical system, plumbing, HVAC, roof and roof drainage systems, and exterior lighting fixtures attached to the building.

Custodial Services / Supplies
Custodial services include the regular cleaning, supplies, and upkeep of the facility and custodial services for set up / take down for special events. The level of service must meet the program capacity engaged at the facility. Green cleaning methods are to be employed in the cleaning of facilities.

Solid Waste / Recycling
T&ES is responsible for solid waste/recycling removal. Solid waste/recycling includes the removal of trash and recycling items from dumpster areas to the appropriate disposal location.

Litter Clean-up
Litter clean-up involves the removal or disposal of trash, debris, and items left from events taking place at a shared facility. It is the user's responsibility to clean area from daily litter, special events, sports groups and other users.

Asphalt/Concrete Repairs
Asphalt and concrete repairs include minor patches to existing asphalt and concrete infrastructure, filling of potholes, and emergency repairs. These repairs are quick fixes and are not expected to last longer than a year. This type of maintenance does not include repairs to the subgrade or remilling of the existing surface. Sidewalks and curb and gutter within street right-of-way will be maintained by T&ES. Each agency is responsible for repairs on its own property. Maintenance of concrete/asphalt on ACPS property is the responsibility of ACPS; maintenance of concrete/asphalt on RPCA property is the responsibility of RPCA and T&ES. ACPS and RPCA sites are being included in the City's pavement management system.

Facility and Outdoor Maintenance and Use Definitions (Continued)

Site Lighting
Site lighting maintenance is the necessary upkeep of all lighting associated with the facility that is not owned by Dominion Power. This includes bulb replacement, fixture repair, painting and replacement if necessary. Responsibility of lighting maintenance is assigned to GS, ACPS, or T&ES as per Maintenance Responsibilities Chart provided in this document, shown under each facility listing. “Grounds Lighting” refers to area lighting including parking lots, whereas “Exterior Building Envelope” concerns the building elevations and rooftop including exterior wall mounted lighting.

Interior and Exterior Graffiti Removal
This involves the removal of graffiti on interior and exterior surfaces of facilities and on playgrounds. Refer to Maintenance Responsibilities graphic at page following each facility for agency responsibility.

Stormwater Facilities and BMP’s
Each agency is responsible for BMP maintenance on its own property. T&ES will assist with assessment of all stormwater facilities and BMP’s. Attachment A contains a list of ACPS maintained and City maintained BMPs.

Sanitary Sewer
T&ES will be responsible for the sanitary sewer system to the service connection. General Services and ACPS will be responsible for all sanitary sewer lines out to the main line connection, including the tap, for the respective buildings.

Hydrants and Fire Lines
T&ES will be responsible for maintenance of all hydrants in the street right-of-way. Any and all inspections, maintenance/repairs, or testing on hydrants located on ACPS and RPCA property are the responsibility of the respective agency (ACPS or RPCA). In addition, all private secondary lines to the service connection are the responsibility of the agency (ACPS or RPCA).

Life and Safety Systems
Sprinkler and fire alarm systems, where stand alone, shall be maintained by the agency. Where systems serve both facilities, refer to individual facility pages in this document.

Shared Use Spaces
Shared use space refers to ACPS and RPCA facilities space or fields that are formally requested and scheduled in advance for use by the non-owner agency. Each shared use space is managed by the owner of the space.

Facility and Outdoor Maintenance and Use Definitions (Continued)

Mowing Operations
The schools sites will be mowed at frequencies prescribed in their assigned level of service, April through October depending on weather conditions and the condition of the individual sites. Every attempt will be made to conduct mowing operations before the school day starts.

Leaf Collection
Leaf collection will begin with City scheduled “Fall cleanup” removal of leaves during mid-November to the end of December with additonal cleanup at January-February. Collection activity will be conducted according to level of service assigned to each site; however, the total number of services any per year will not exceed two (2). Every attempt will be made not to disrupt school activities.

Snow Removal
Refer to the City’s Snow Plan (current edition) for policies and procedures describing storm ranking descriptions, area prioritization (including ACPS sites) and other information. RPCA and T&ES are jointly responsble for City’s snow removal in accord with the City’s Snow Plan.

Winter maintenance programs will typically take place December through February or other times when winter weather is in the forecast. The snow removal plans for each school are depicted as revised in March, 2014 on the following pages. The parking areas will be maintained in accordance with the 1997 City/School Facilities Use and Maintenance & Service Agreement, and/or its successor(s).

Level of Service
Level of service is designated by a numeral between one and five, whereas one is the highest level of service and five is the minimum level of service. RPCA and ACPS, through a series of work sessions, have mutually agreed upon a specific level of service for each of RPCA’s three “care” categories: 1) Turf Landscaping Maintenance (Includes natural turf athletic fields), 2) Horticultural Maintenance, and 3) Tree Care. Refer to page 69 through page 74 for Level of Services Matrices.

Synthetic Fields
Synthetic turf field maintenance procedures are complex and vary per field due to specific manufacturer and selected systems. Because of this complexity, the maintenance of synthetic fields are not addressed in this MOU; it is covered under a separate agreement between ACPS and RPCA. At the time of prepartion for this MOU, the Synthetic Turf Field MOU between RPCA and ACPS is not yet completed. In the interim period pior to implementation of the Synthetic Turf Field MOU, each agency is responsible to maintain their own synthetic fields.

Athletic Courts
Athletic courts such as basketball courts, tennis courts, and other courts that are shown within ACPS property and designated under RPCA landscape responsibilities typically include weed control and edging only.

Facility and Outdoor Maintenance Use Definitions (Continued)

Tree Services
Pruning and tree maintenance will be provided by RPCA in response to request and subsequent priority assessment - refer to Tree Care Matrix. During storm events RPCA's first priority is to provide arterial road access for health and safety concerns for the general public. Storm damage clean-up at schools will be assigned a priority status depending on damage. Any damage that inhibits school operations will be assigned top priority. All other storm damage will be attended to as soon as possible.

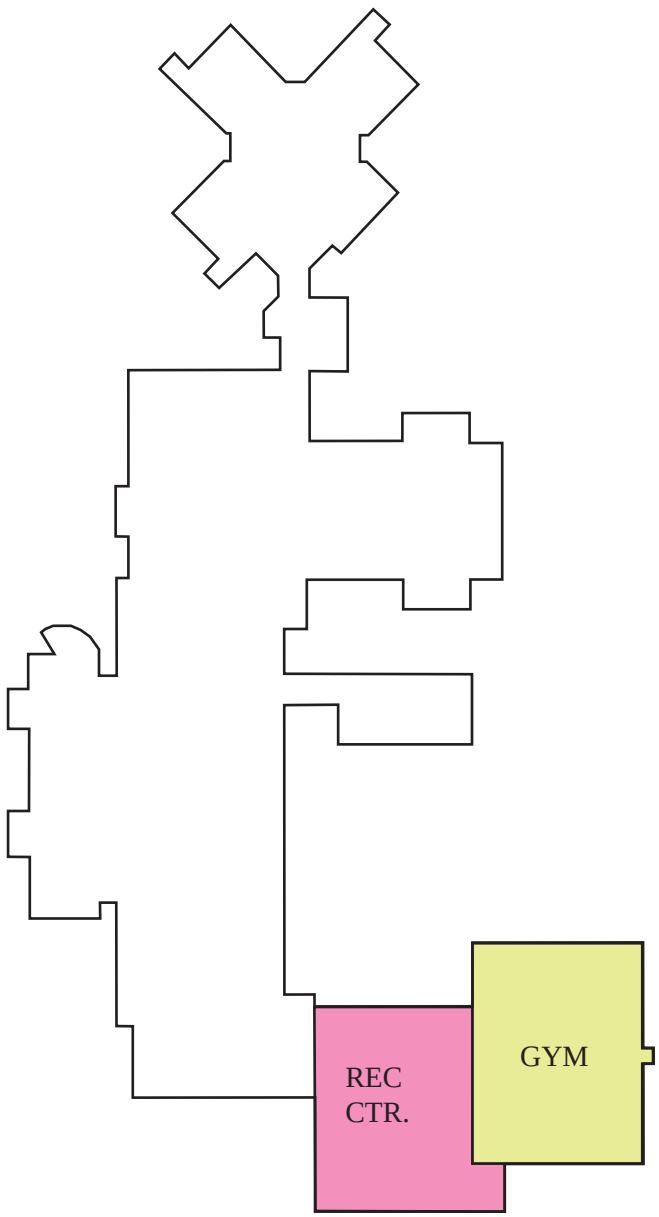
Horticulture Services
RPCA will provide maintenance of landscaping areas per selected level of service indicated below (refer to aerial images per school/facility). Any increase to landscape areas or additional services (such as new plantings, not replacements) requested by ACPS over and above that which is documented in this MOU will be separately funded by ACPS.

Litter Can Service
T&ES will provide litter can and dumpster services at designated receptacles. Litter can service at each site will be re-evaluated as needed around the school perimeter including parking lots, and walkways. Service will be provided daily, twice weekly or upon inspection every 5-7 days, depending on the level of service. All trash cans in the school and courtyards will remain the ACPS's responsibility to empty, maintain and service. Plans showing ACPS maintenance boundaries are included on the following pages.

Capital Improvement Projects
ACPS acknowledges RPCA's routine grounds maintenance (mowing, occasional cultural practices such as aerification, and top dressing) will eliminate certain natural turf deficiencies within athletic fields, but capital investment (CIP) is required periodically in order to prevent fields from deteriorating to conditions which may impose safety hazards on field users. Potential renovations requiring CIP include blanketed heavy top dressing application (surface correction), sod replacement and repair, leveling, top soil amendment, major irrigation repair (pump replacement, redesign/construction), soil amendment, surface and sub-surface drainage control, and other procedures. ACPS is responsible to provide capital investment to improve ACPS fields where and when it has been determined (by ACPS/RPCA mutual consent) that the field has deteriorated to a condition wherein user safety is compromised. RPCA recommends ACPS schedule capital investment for field improvement on a periodic basis - based on level of use. High-use fields support regularly schedule team activities (seasonal) and may be subject to compliance under governing athletic organizations or other agency regulations/standards. RPCA agrees to provide technical assistance to ACPS Operations and Maintenance Director in developing appropriate project scopes and approximated cost estimates per school facility/site location as needed by ACPS for preparation of CIP proposals.

Charles Barrett Elementary School and Recreation Center

1115 Martha Custis Drive, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS**	ACPS
Exterior Building Envelope	GS	ACPS	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	RPCA	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.
**Interior Building Lighting is ACPS's responssibility.

Facility Details

ACPS Square Footage: 70,038
RPCA Square Footage: 8,447

Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for regular recreation center activities, summer program, school holidays, winter and spring vacations.

Levels of Service to Be Provided - Outdoor Maintenance

Charles Barrett Elementary School

Charles Barrett School serves grades K- 5 and is located in the north end of the city adjacent to Charles Barrett Recreation Center.

Located at:
1115 Martha Custis Drive
Alexandria, VA 22302

Landscape Responsibility Area:	**By:**
School Garden	ACPS
School Playground	ACPS
Recreation Center	RPCA
Front of School	RPCA
Athletics Area	RPCA

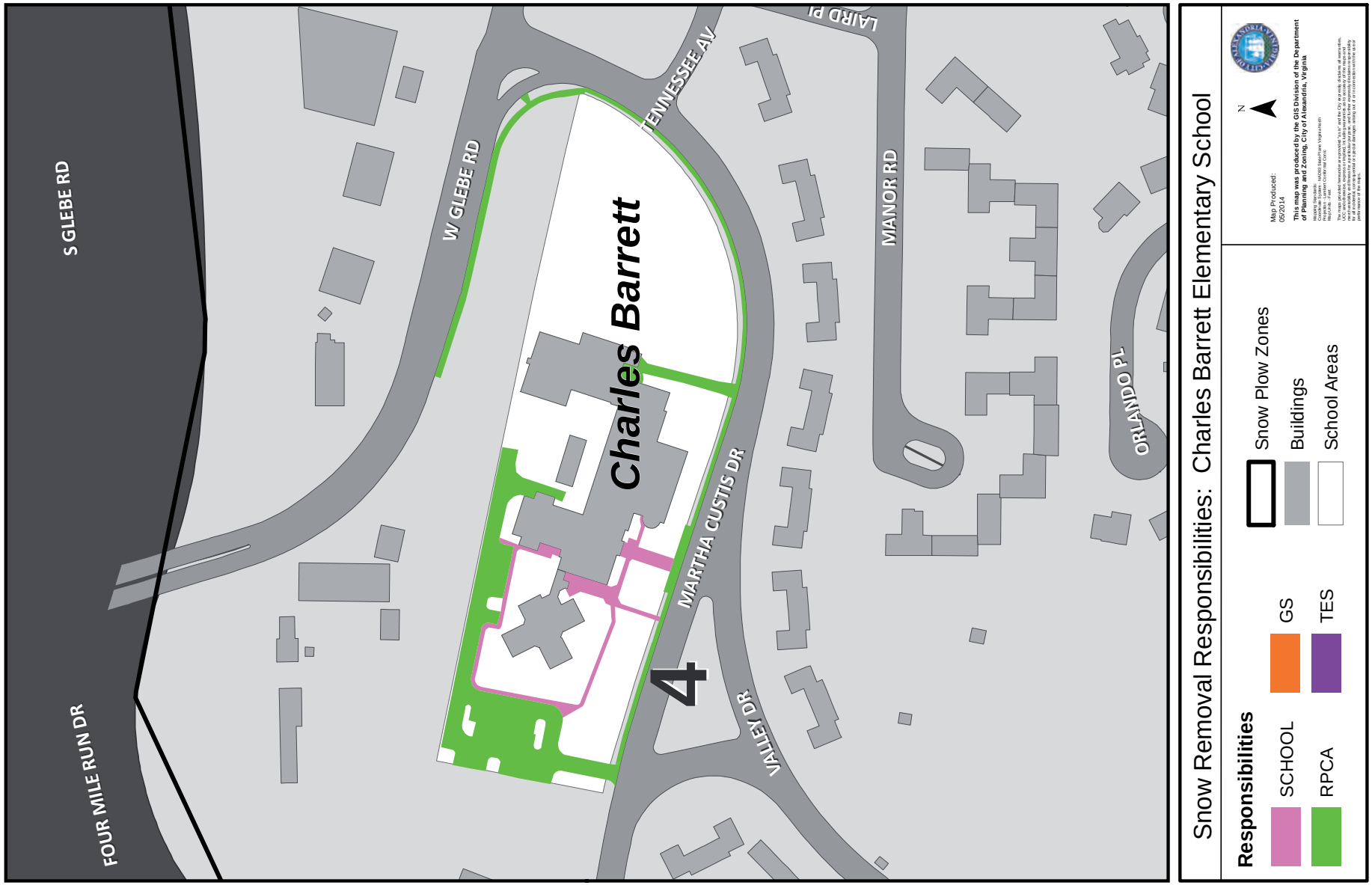
RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

Property Boundary | School Garden | Recreation Center | Front of School | Athletics Area | Playground

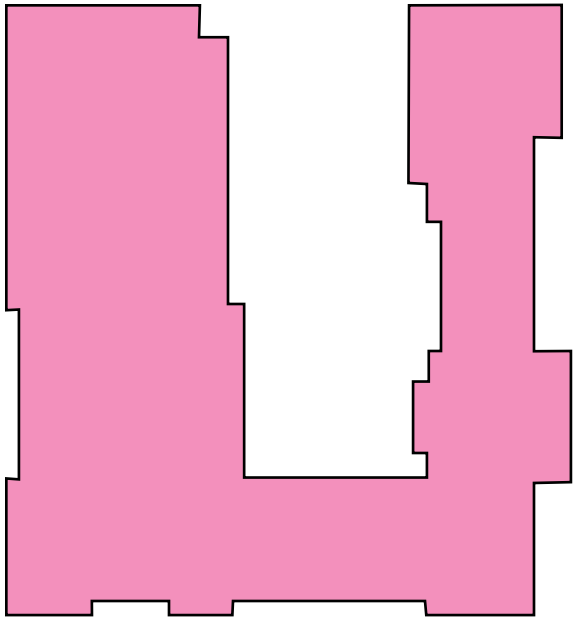
Snow Removal Responsibilities

Charles Barrett Elementary School



Charles Houston Recreation Center

905 Wythe Street, Alexandria, VA 22314



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	N/A	N/A
Exterior Building Envelope	GS	N/A	N/A
Custodial Services	RPCA	N/A	N/A
Solid Waste	TES	N/A	N/A
Litter Clean-Up	RPCA	N/A	N/A
Grounds Lighting	RPCA	N/A	N/A
Interior Graffiti Removal	RPCA	N/A	N/A
Exterior Graffiti Removal	RPCA	N/A	N/A
Life Safety Systems	GS	N/A	N/A

*Comb = Combined. User cleans up litter after each use.

Facility Details

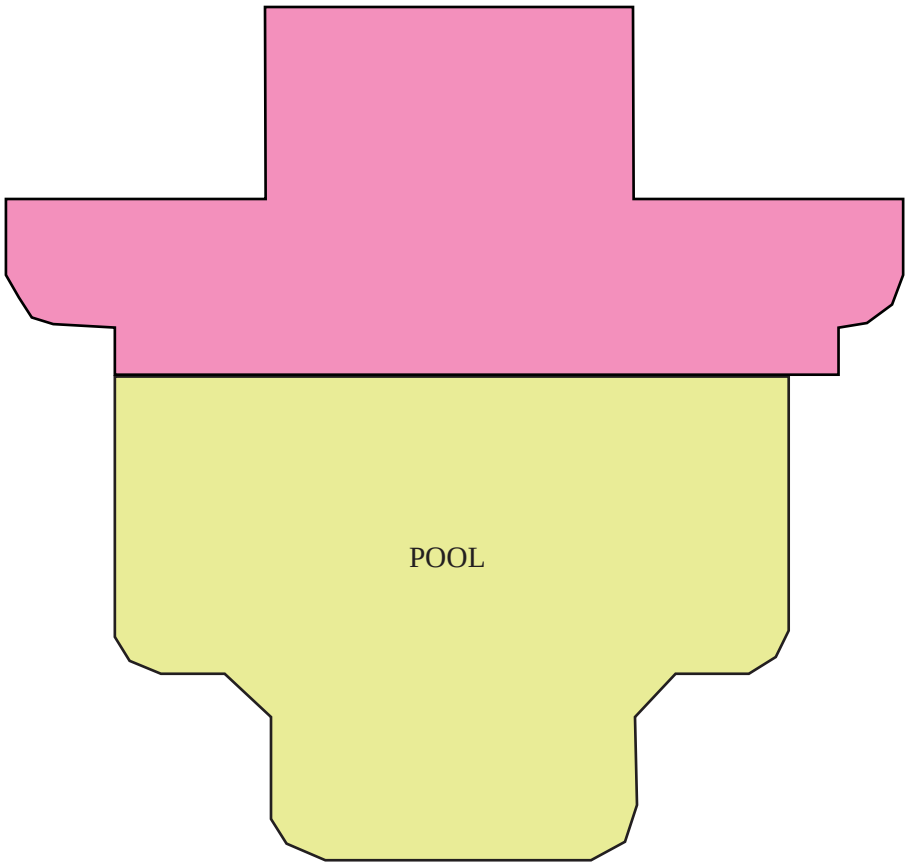
ACPS Square Footage: 0
RPCA Square Footage: 27,607

Facility Managed By: RPCA

Shared Area Activities: None

Chinquapin Recreation Center

3210 King Street, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	N/A
Exterior Building Envelope	GS	GS	N/A
Custodial Services	RPCA	RPCA	N/A
Solid Waste	TES	TES	N/A
Litter Clean-Up	RPCA	RPCA	N/A
Grounds Lighting	RPCA	RPCA	N/A
Interior Graffiti Removal	RPCA	RPCA	N/A
Exterior Graffiti Removal	RPCA	RPCA	N/A
Life Safety Systems	GS	GS	N/A

*Comb = Combined. User cleans up litter after each use.

Facility Details

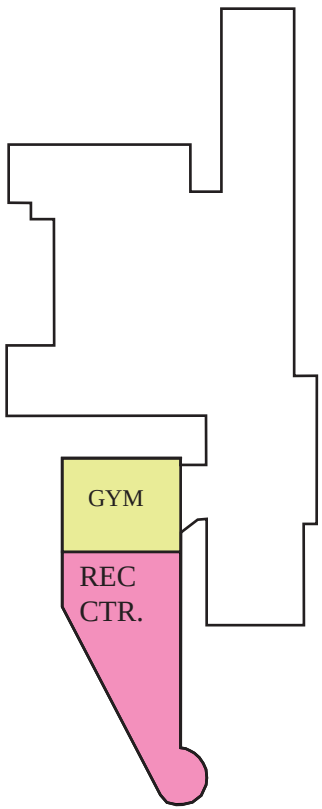
ACPS Square Footage: 0
RPCA Square Footage: 28,515

Facility Managed By: RPCA

Shared Area Activities: ACPS uses the pool for swim team activities.

Cora Kelly Elementary School and Recreation Center

3600 Commonwealth Avenue, Alexandria, VA 22305



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	RPCA/GS	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	*Comb	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	GS	ACPS

*Comb = Combined. User cleans up litter after each use and shares responsibility for graffiti removal.

Facility Details

ACPS Square Footage: 69,000
RPCA Square Footage: 27,310

Shared Area Managed By: RPCA

Shared Area Activities: ACPS uses the gym during school hours only.

Levels of Service to Be Provided - Outdoor Maintenance

Cora Kelly School for Math, Science and Technology

Cora Kelly serves grades K- 5 and is located in the north portion of the city adjacent to Cora Kelly Recreation Center.

Property Boundary | School Garden | Recreation Center | Front of School | Athletics Area | Playground and Courtyard

Located at:
3600 Commonwealth Avenue
Alexandria, VA 22305

Landscape Responsibility Area:	**By:**
School Garden	ACPS
School Playground	ACPS
School Courtyard	ACPS
Recreation Center	RPCA
Front of School	RPCA
Athletics Area	RPCA*

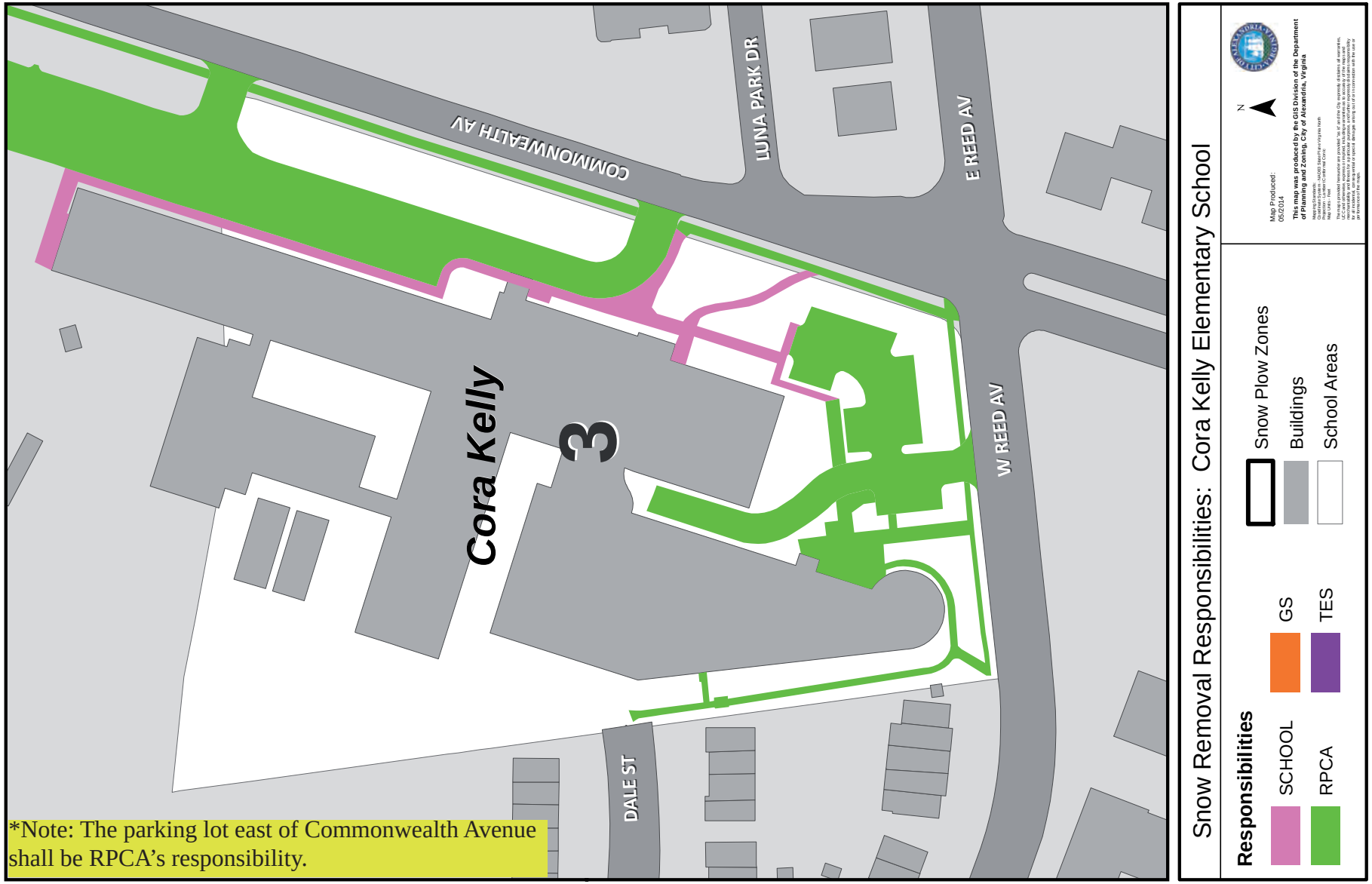
RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Note:
*Athletics Area are within the park boundary lines and therefore under RPCA care.

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

Snow Removal Responsibilities

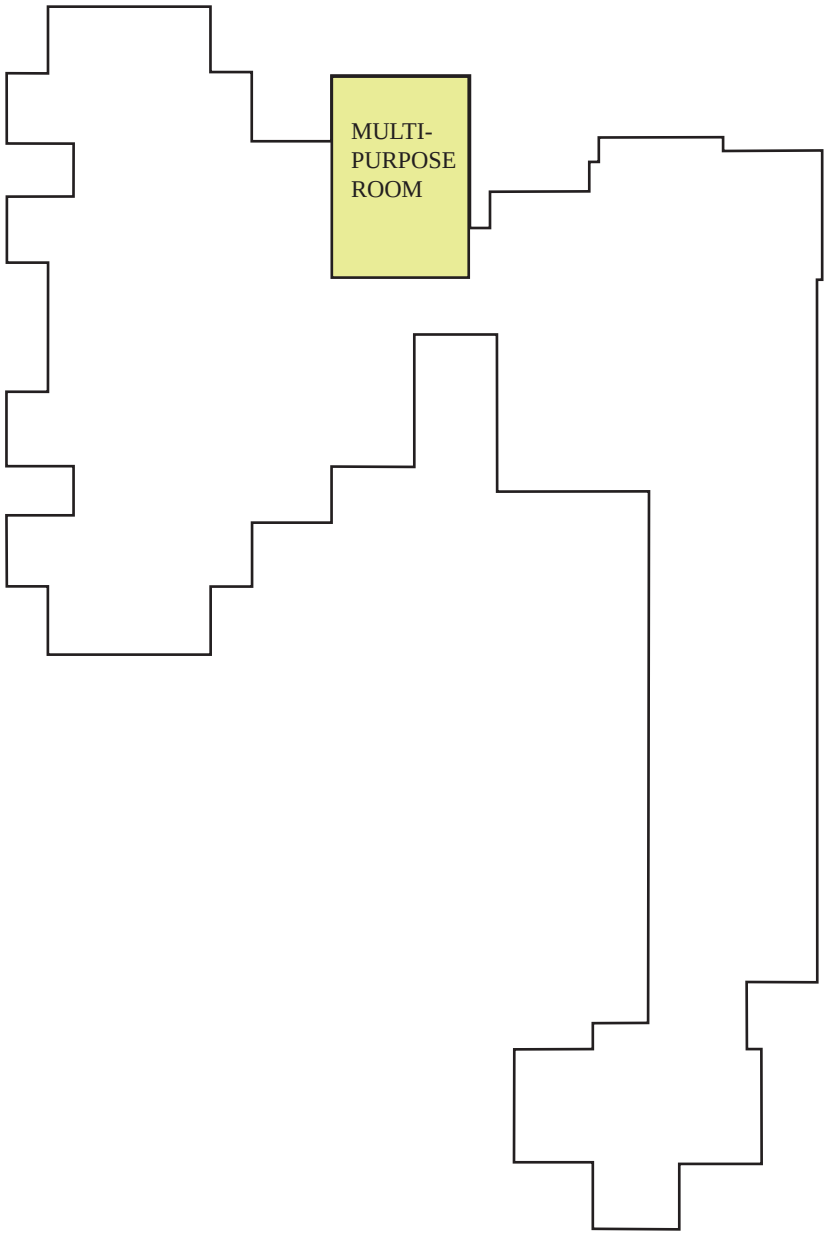
Cora Kelly School for Math, Science and Technology



*Note: The parking lot east of Commonwealth Avenue shall be RPCA's responsibility.

Douglas MacArthur Elementary School

1101 Janneys Lane, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 63,120
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for after school program; youth, teen, adult basketball;summer program.

Levels of Service to Be Provided - Outdoor Maintenance

Douglas MacArthur Elementary School

Douglas MacArthur School serves grades K- 5 and is located in the center of the city.

Property Boundary | Front of School | Playground | Athletics Area

Located at:
1101 Janneys Lane
Alexandria, VA 22302

Landscape Responsibility Area:	**By:**
School Garden	ACPS
School Playground	ACPS
Front of School	RPCA
Athletics Area	ACPS*

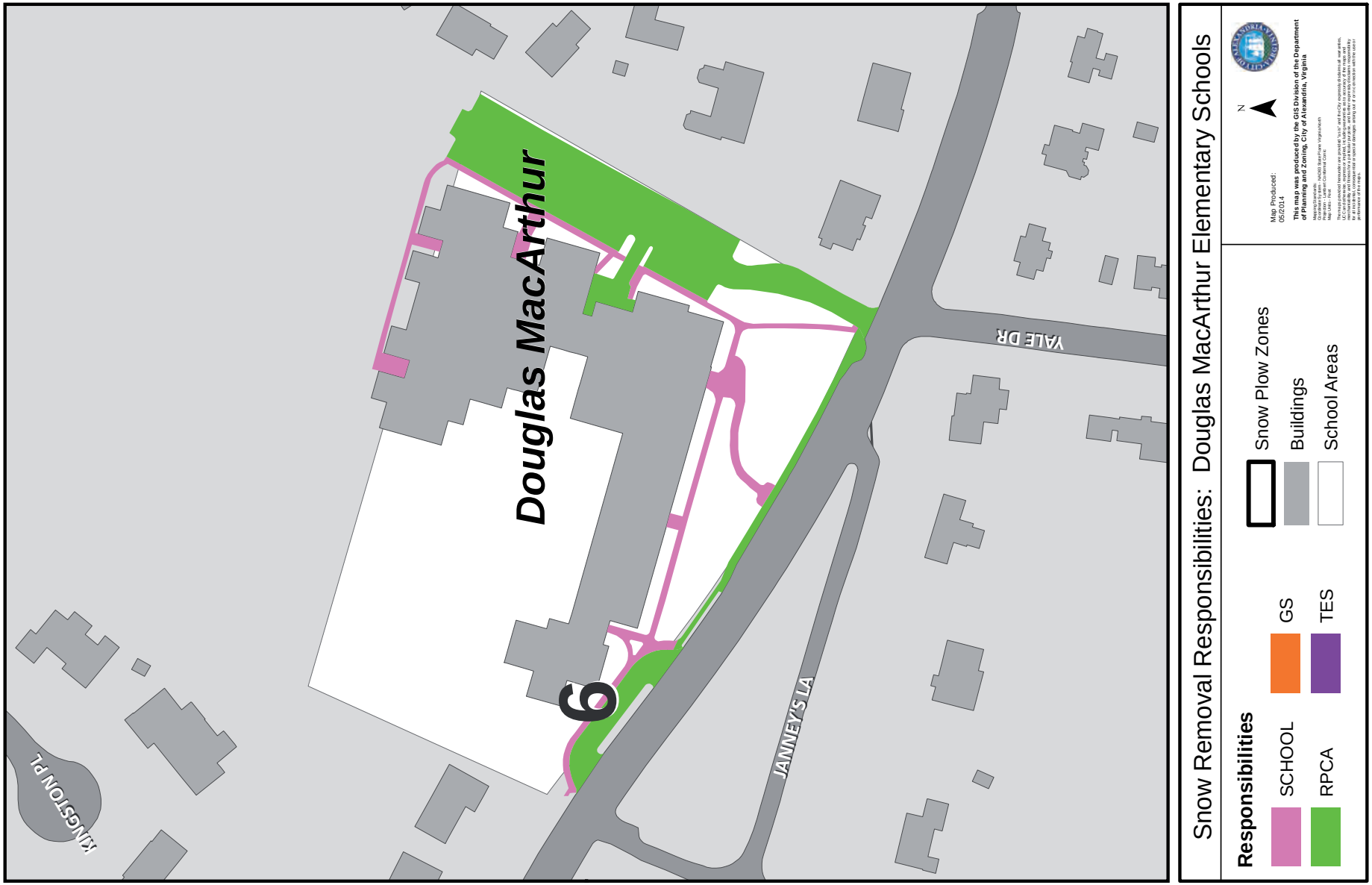
RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Note:
*ACPS is responsible for the artificial turf maintenance.

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

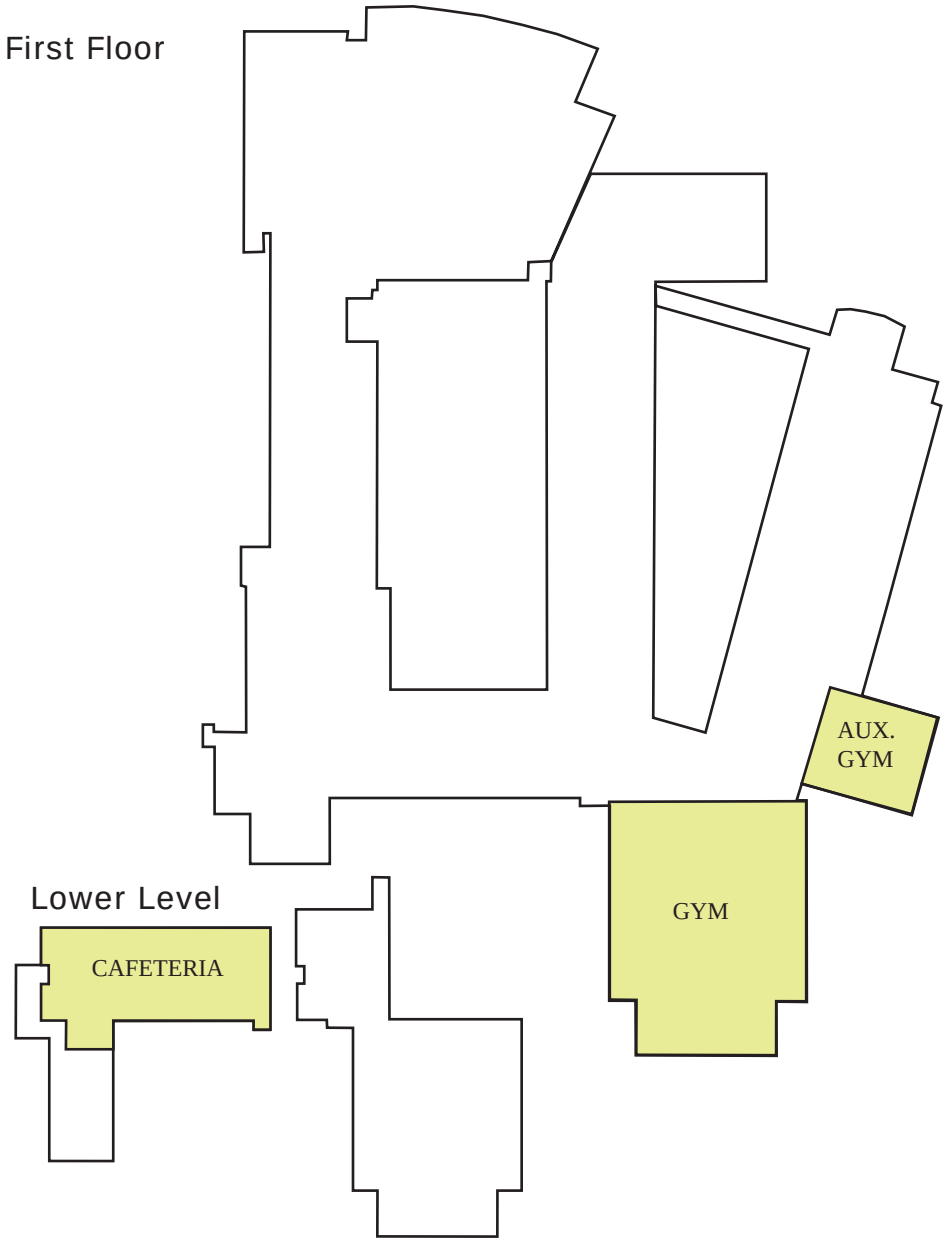
Snow Removal Responsibilities

Douglas MacArthur Elementary School



Francis C. Hammond Middle School

4646 Seminary Road, Alexandria, VA 22304



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 236,125
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for youth & adult basketball, after school program (Power-UP).

Levels of Service to be Provided - Outdoor Maintenance

Francis C. Hammond Middle School

Francis C. Hammond Middle School serves grades 6- 8 and is located in the west end of the city.

Property Boundary | Front of School | Athletic Area | Courtyard | No-mow meadow

Located at:
4646 Seminary Road
Alexandria, VA 22304

Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Courtyards	ACPS
No-mow Meadow	RPCA
Athletics Area	RPCA*

RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Note:
*ACPS is responsible for the synthetic turf maintenance.

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

Revised September 1, 2014

Levels of Service to Be Provided - Outdoor Maintenance

Francis C. Hammond Middle School - Upper

Property Boundary

Athletic Area

Located at:
4646 Seminary Road
Alexandria, VA 22304

Landscape Responsibility Area:	**By:**
Athletics Area	RPCA/ACPS*

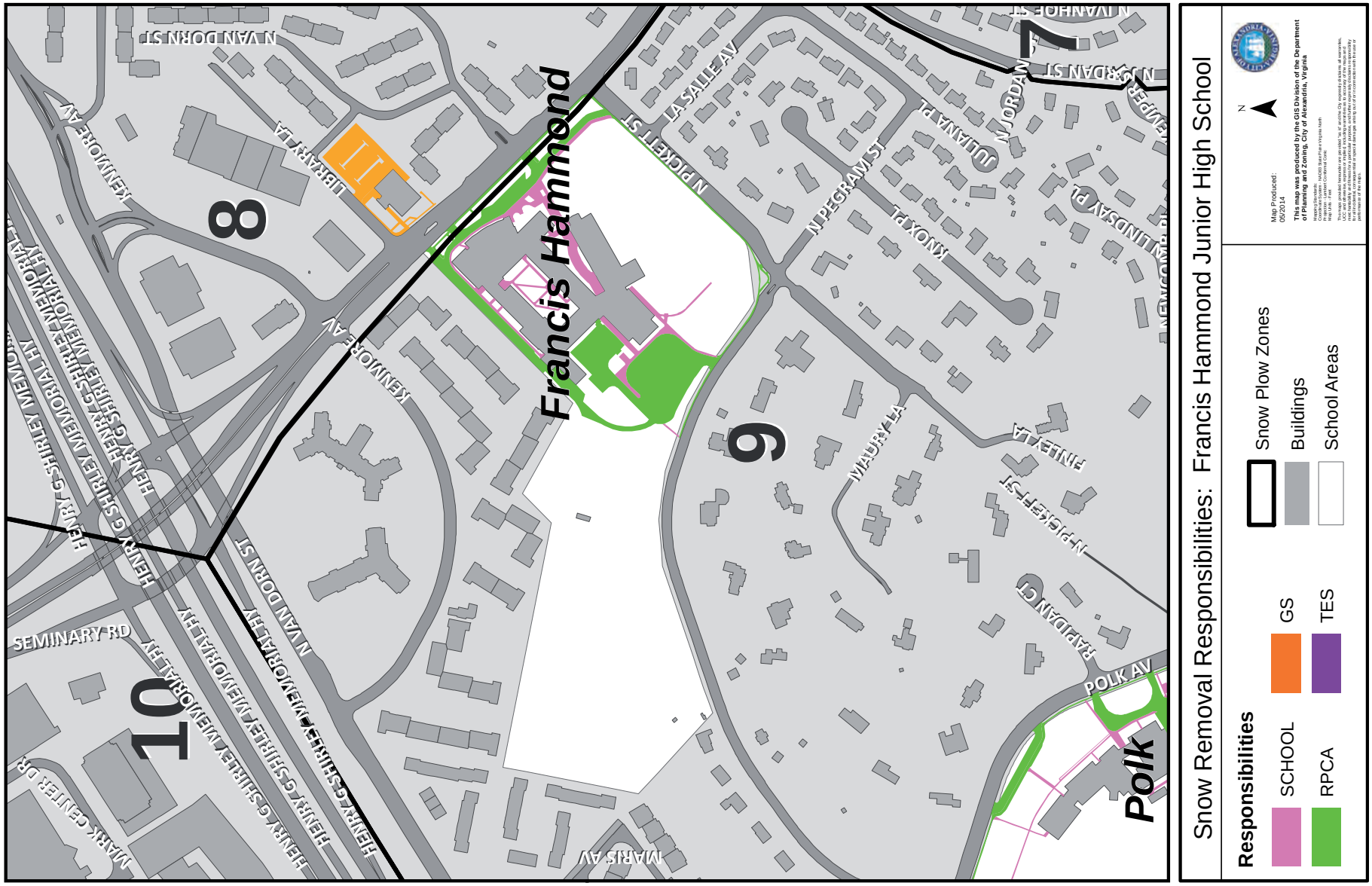
RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Note:
*ACPS is responsible for the skating rink. RPCA is responsible for natural turf athletics field.

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

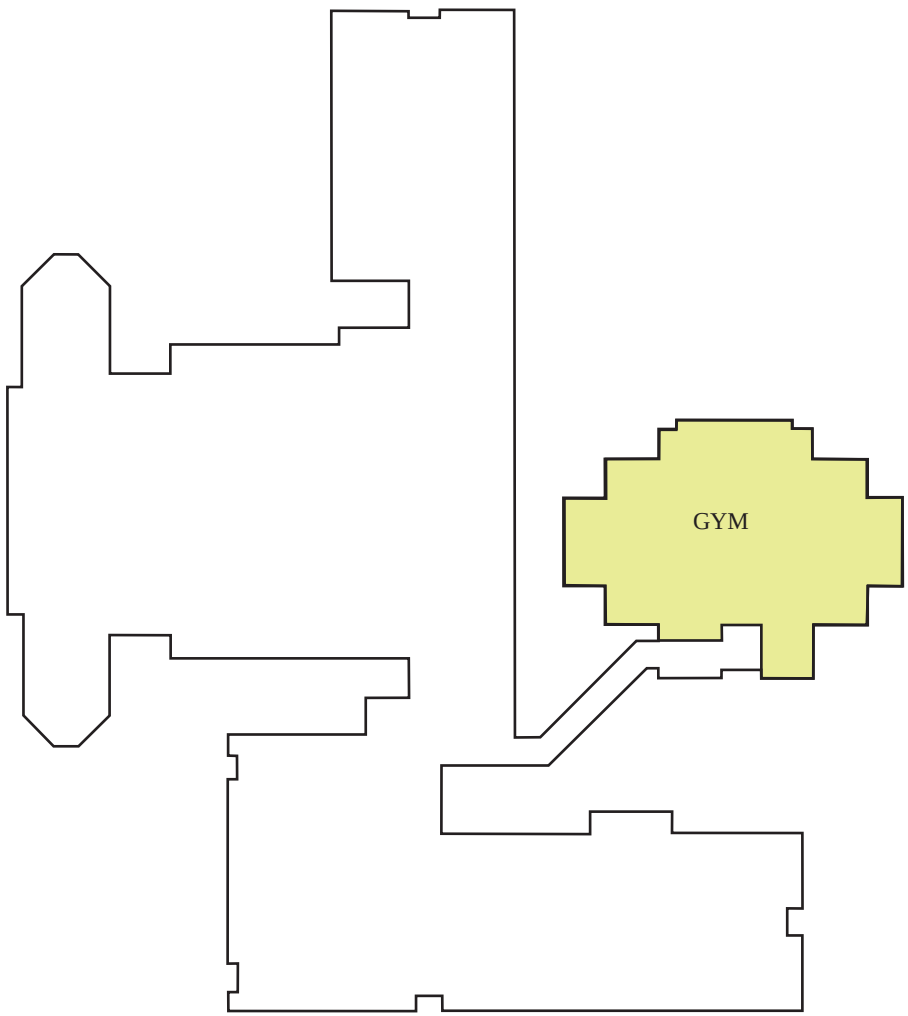
Snow Removal Responsibilities

Francis C. Hammond Middle School



George Mason Elementary School

2601 Cameron Mills Road, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 50,935
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for after school program, youth basketball, and day camp.

Levels of Service to Be Provided - Outdoor Maintenance

George Mason Elementary School

George Mason School serves grades K- 5 and is located in the north end of the city.

Property Boundary | School Garden | Front of School | Athletic Area (Park) | Playground

Located at:
2601 Cameron Mills Road
Alexandria, VA 22302

Landscape Responsibility

Area:	**By:**
Front of School	RPCA
School Garden	ACPS
School Playground	ACPS
Athletics Area	RPCA*

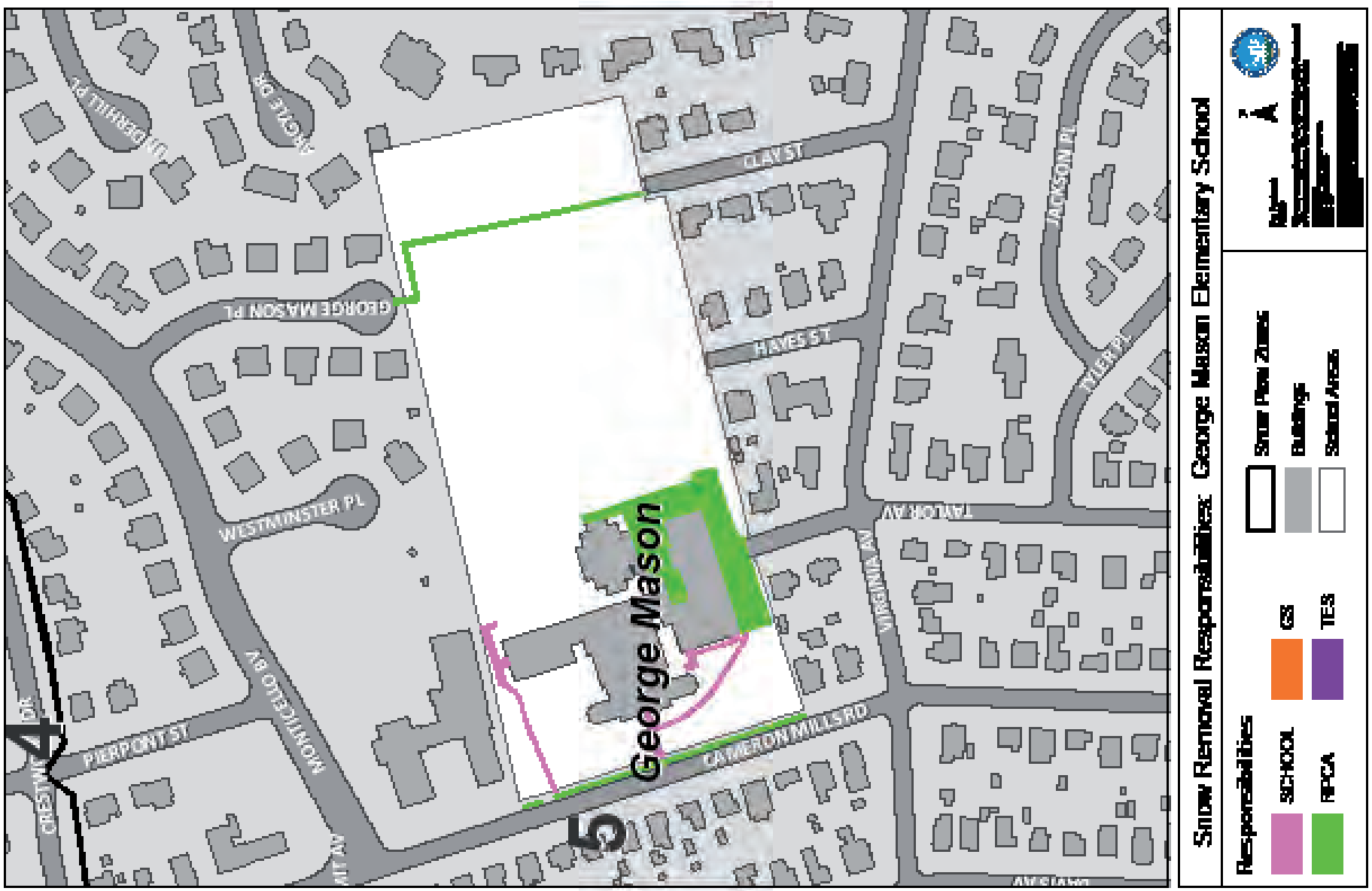
RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Note:
*Athletic fields are within the park boundary lines and therefore under RPCA care.

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

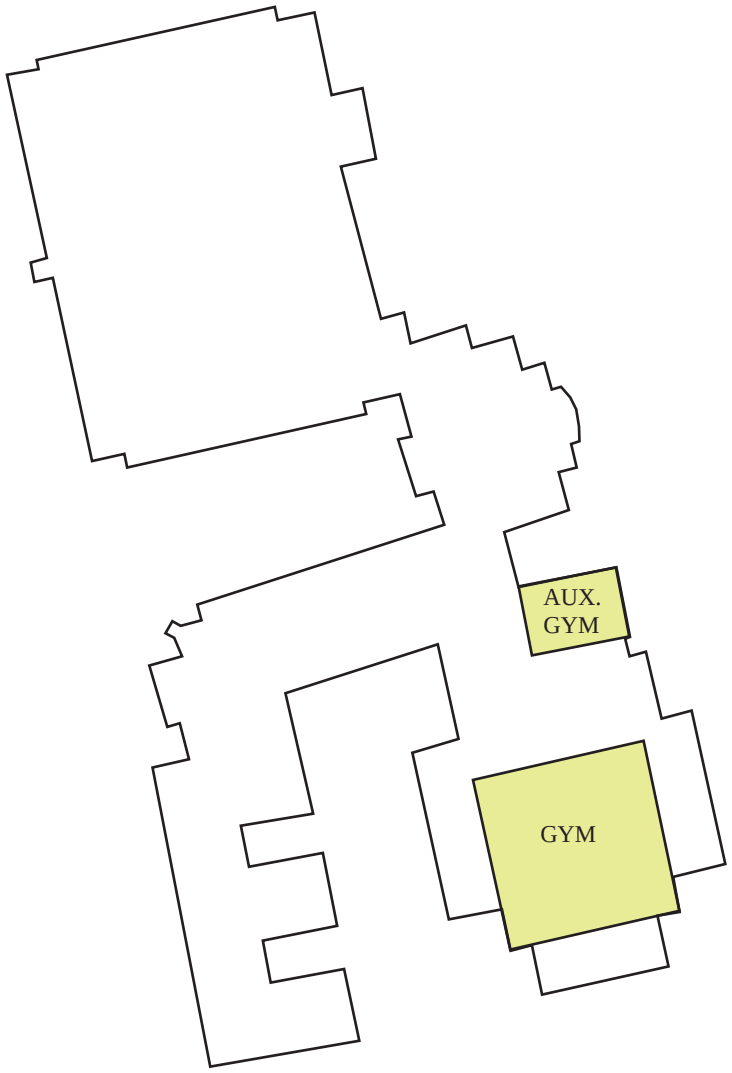
Snow Removal Responsibilities

George Mason Elementary School



George Washington Middle School

1005 Mount Vernon Avenue, Alexandria, VA 22301



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 237,332
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for youth basketball, adult sports, after school program, and summer program.

Levels of Service to Be Provided - Outdoor Maintenance

George Washington Middle School

George Washington Middle School serves grades 6- 8 and is located in the central-east portion of the city.

Property Boundary | Community Garden | Front of School | Athletics Area | Courtyard

Located at:
1005 Mount Vernon Avenue
Alexandria, VA 22301

Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Courtyard	ACPS
Community Garden	ACPS
Athletics Area	RPCA*

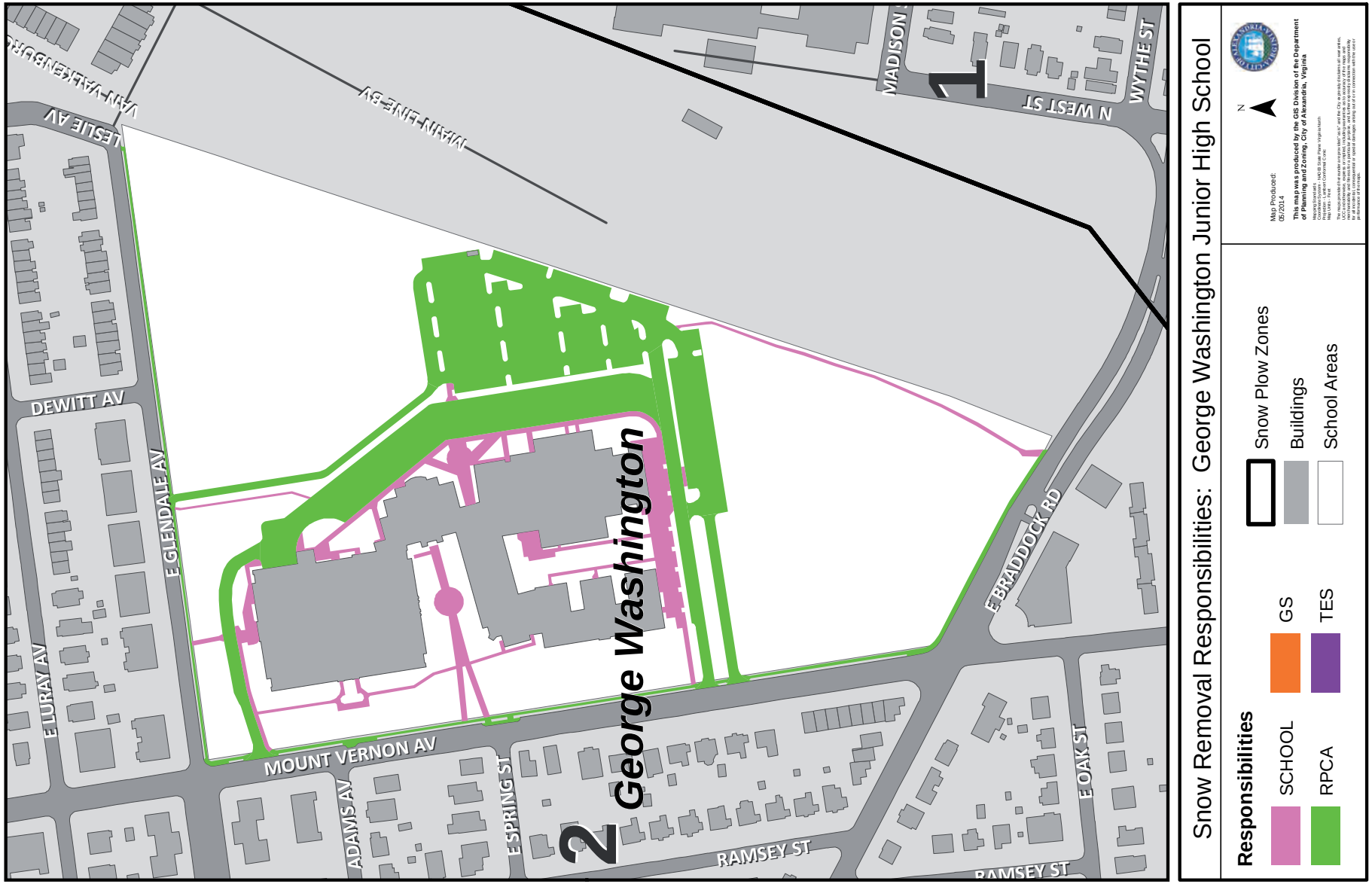
RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Note:
*RPCA is responsible for the engineered fields maintenance.

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

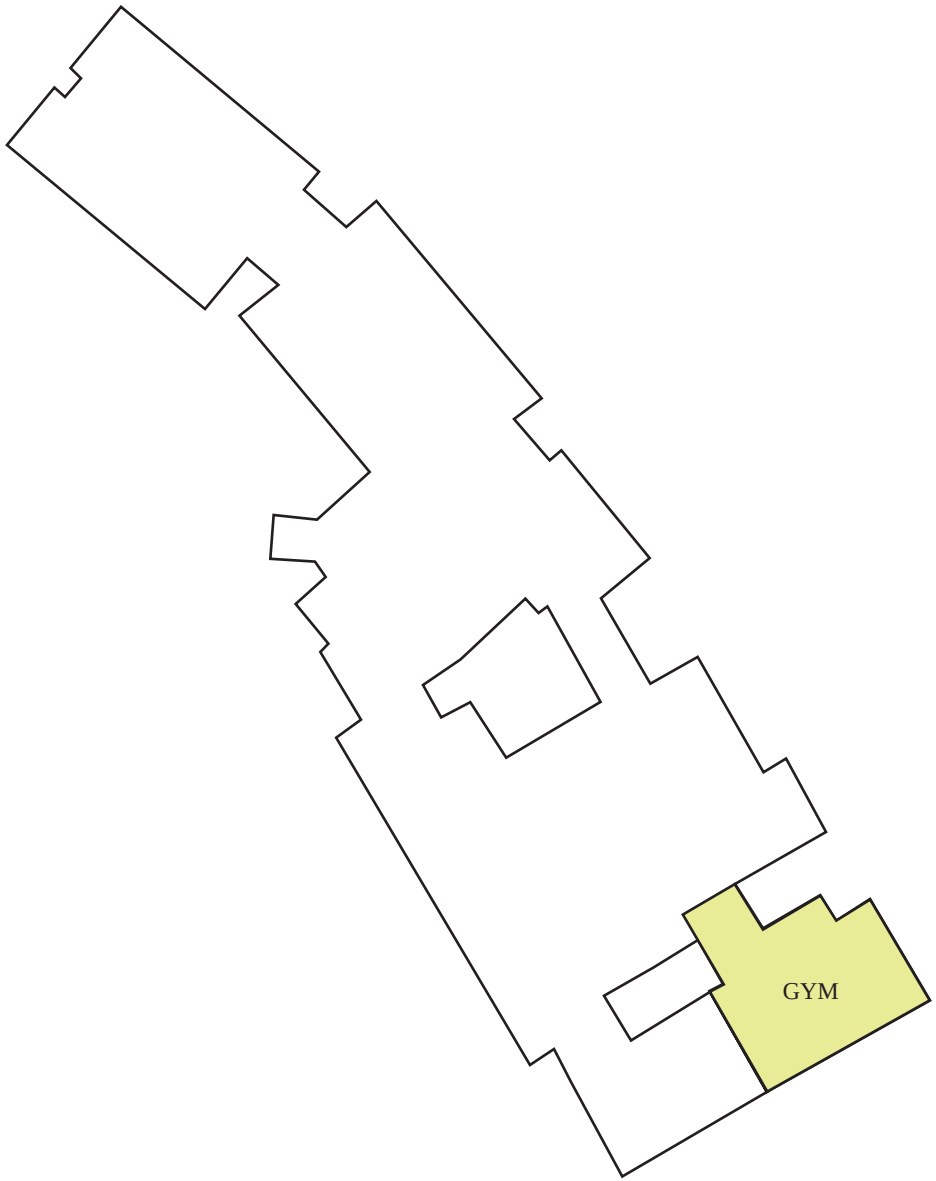
Snow Removal Responsibilities

George Washington Middle School



James K. Polk Elementary School

5000 Polk Avenue, Alexandria, VA 22304



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 74,423
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for youth sports programs and general activities.

Levels of Service to Be Provided - Outdoor Maintenance

James K. Polk Elementary School

James K. Polk School serves grades K- 5 and is located in the west end of the city.

Property Boundary | School Garden | Front of School | Athletics Area | Playground and Courtyard

Located at:
5000 Polk Avenue
Alexandria, VA 22304

Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Playground	ACPS
School Courtyard	ACPS
School Garden	ACPS
Athletics Area	RPCA

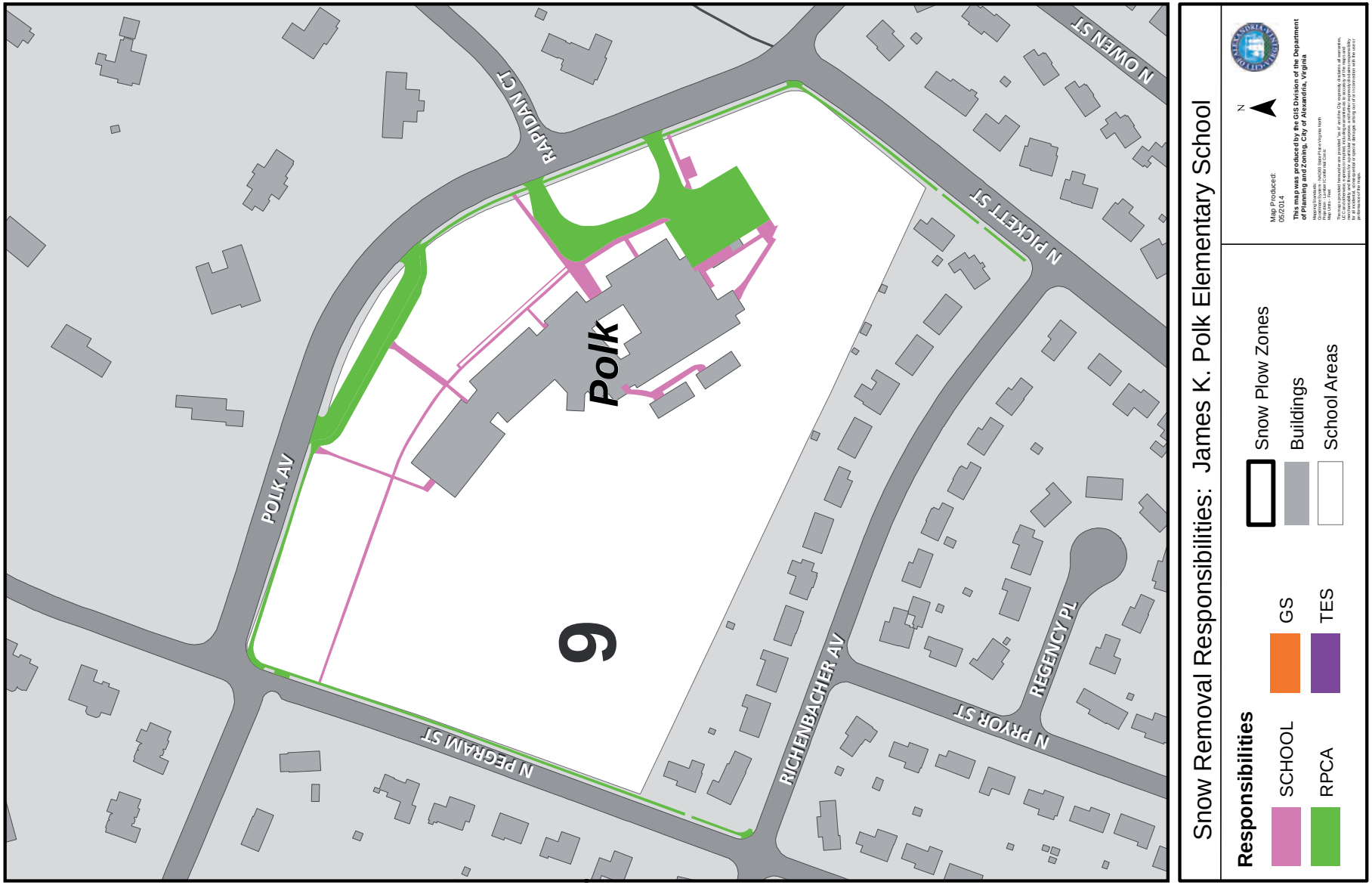
RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

Revised September 1, 2014

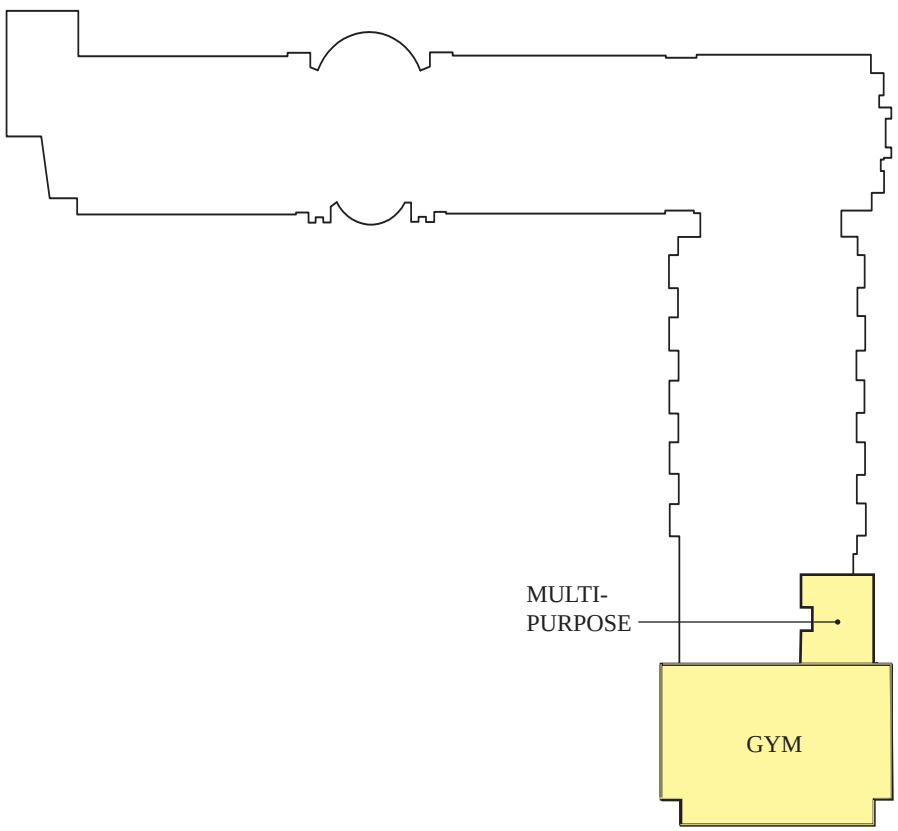
Snow Removal Responsibilities

James K. Polk Elementary School



Jefferson-Houston School

1501 Camerson Street, Alexandria, VA 22314



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	NA	ACPS	ACPS
Exterior Building Envelope	NA	ACPS	ACPS
Custodial Services	NA	ACPS	ACPS
Solid Waste	NA	TES	TES
Litter Clean-Up	NA	*Comb	ACPS
Grounds Lighting	NA	ACPS	ACPS
Interior Graffiti Removal	NA	ACPS	ACPS
Exterior Graffiti Removal	NA	RPCA	RPCA
Life Safety Systems	NA	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 125,000

Shared Area Managed By: ACPS

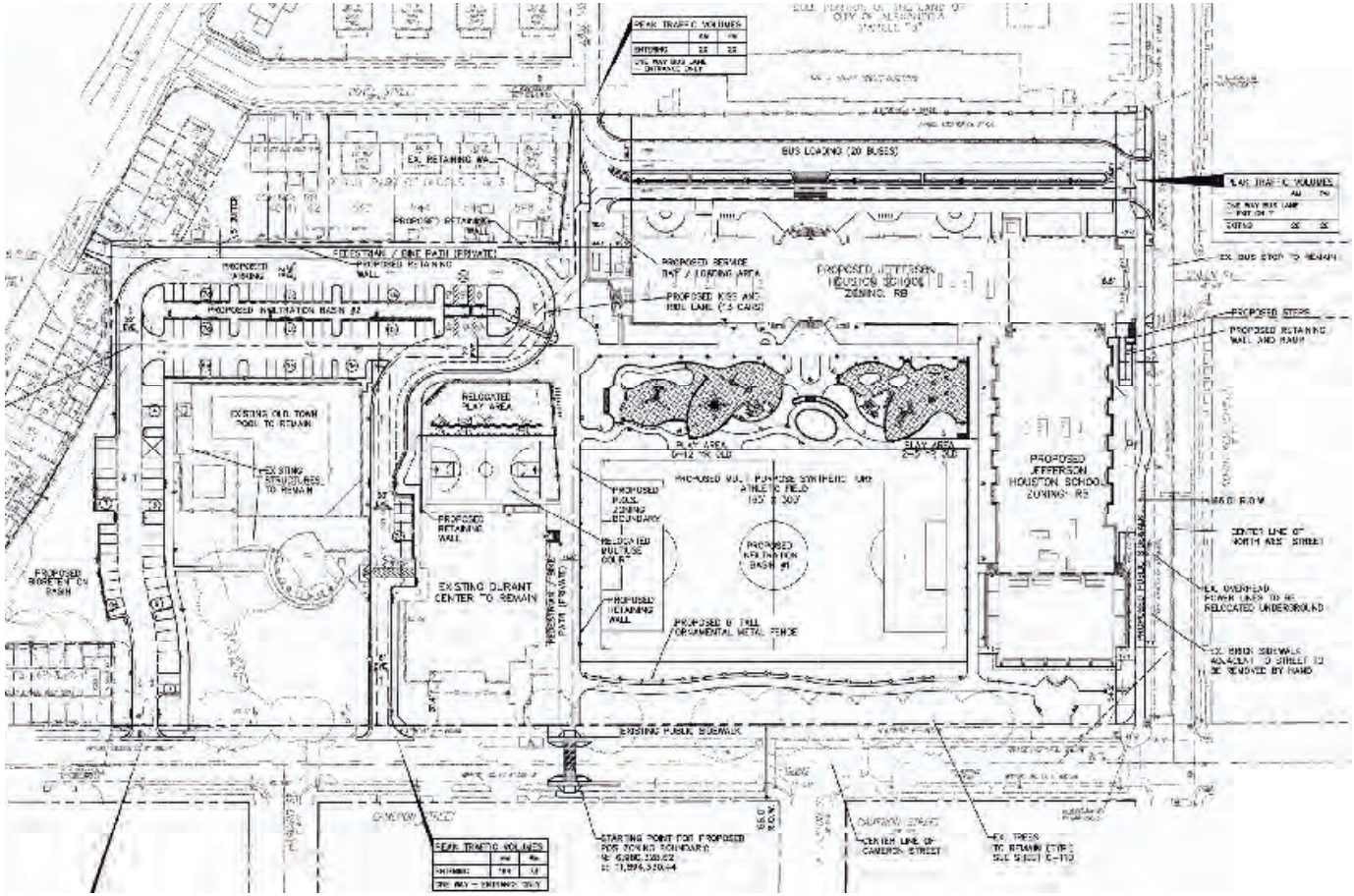
Shared Area Activities: RPCA has priority for use by request for after shcool program.

Levels of Service to be Provided - Outdoor Maintenance

Jefferson-Houston School

Jefferson-Houston serves grades preK-8 and is located in the southeast portion of the city adjacent to Jefferson-Houston Recreation Center.

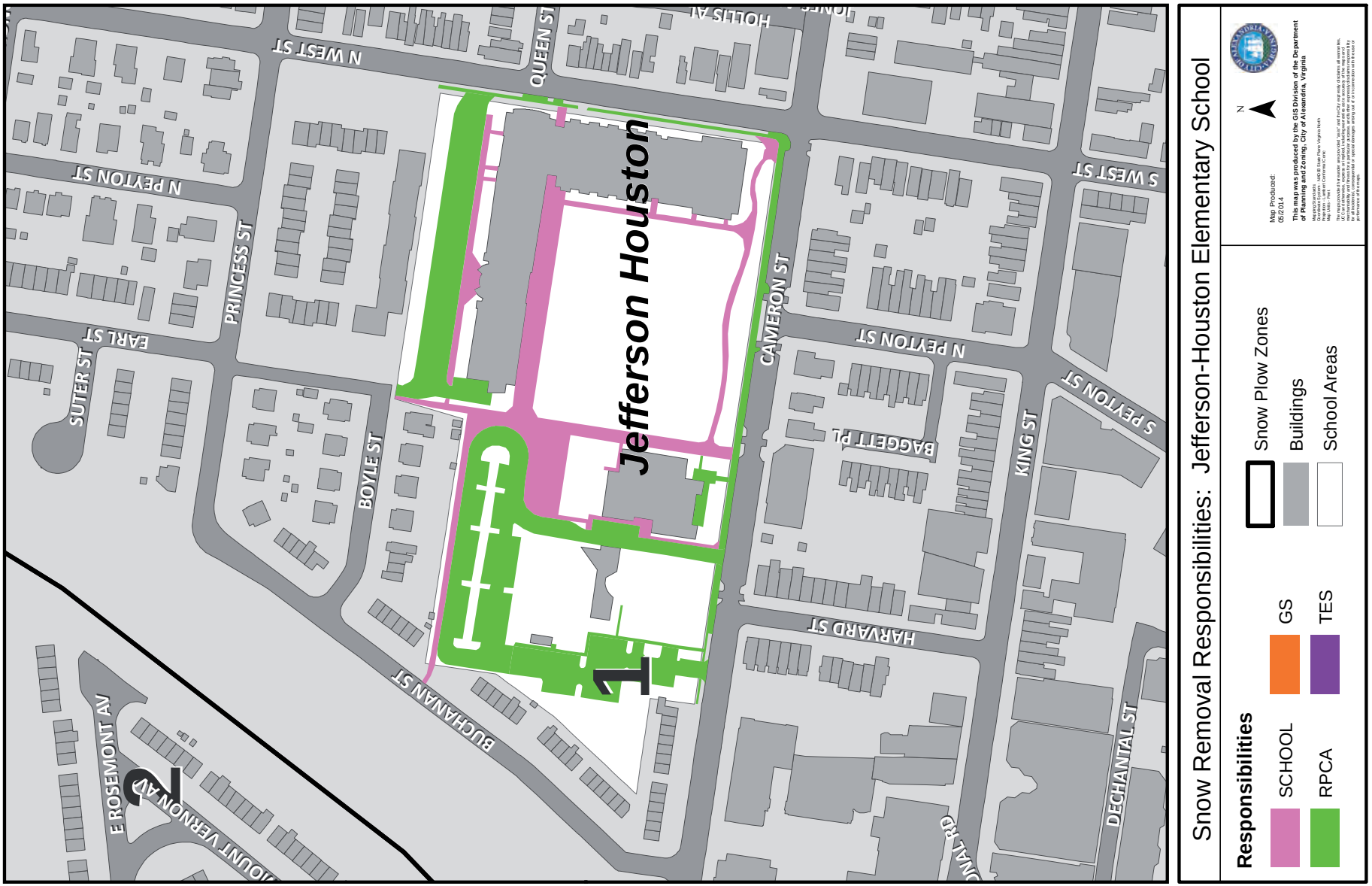
Located at:
1501 Cameron Street
Alexandria, VA 22314



Jefferson-Houston's school building and site were demolished and constructed new in 2014-2015. In compliance with the City's DSUP, ACPS will contract all landscaping maintenance services to a City vendor. Buchanan Park, adjacent to the school facility, shall be under RPCA responsibility for landscaping maintenance services. Durant Arts Center and Old Town Pool shall remain under RPCA care.

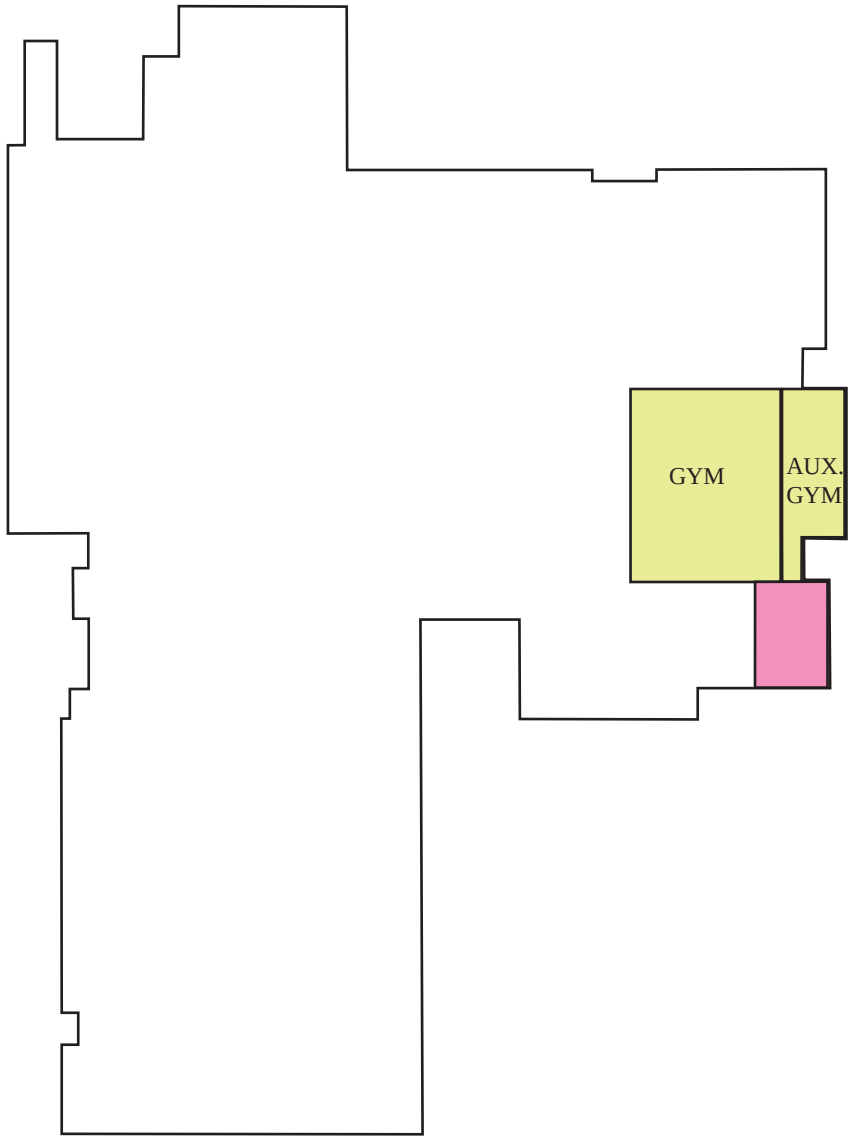
Snow Removal Responsibilities

Jefferson-Houston School



John Adams Elementary School

5651 Rayburn Avenue, Alexandria, VA 22311



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA	ACPS	ACPS
Exterior Building Envelope	ACPS	ACPS	ACPS
Custodial Services	RPCA	ACPS	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	ACPS	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 142,914
RPCA Square Footage: 1,600

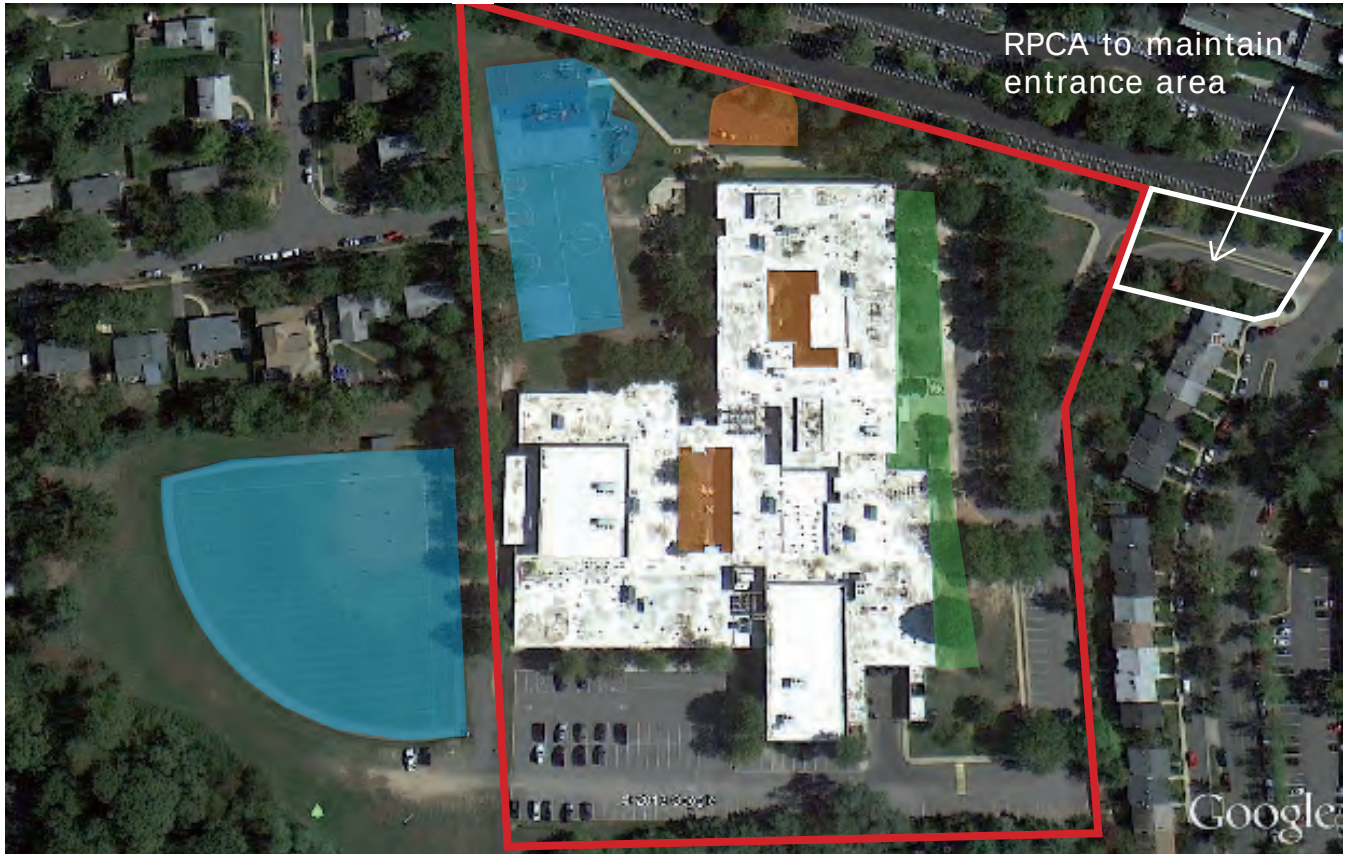
Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for adult programs, after school program, youth basketball, adult sports, and summer program.

Levels of Service to be Provided - Outdoor Maintenance

John Adams Elementary School

John Adams Elementary School serves grades preK- 5 and is located in the northwest portion of the city.



Front of School | Athletics Area | Playground

Located at:
5651 Rayburn Avenue
Alexandria, VA 22311

Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Playground	ACPS
Athletics Area	RPCA*

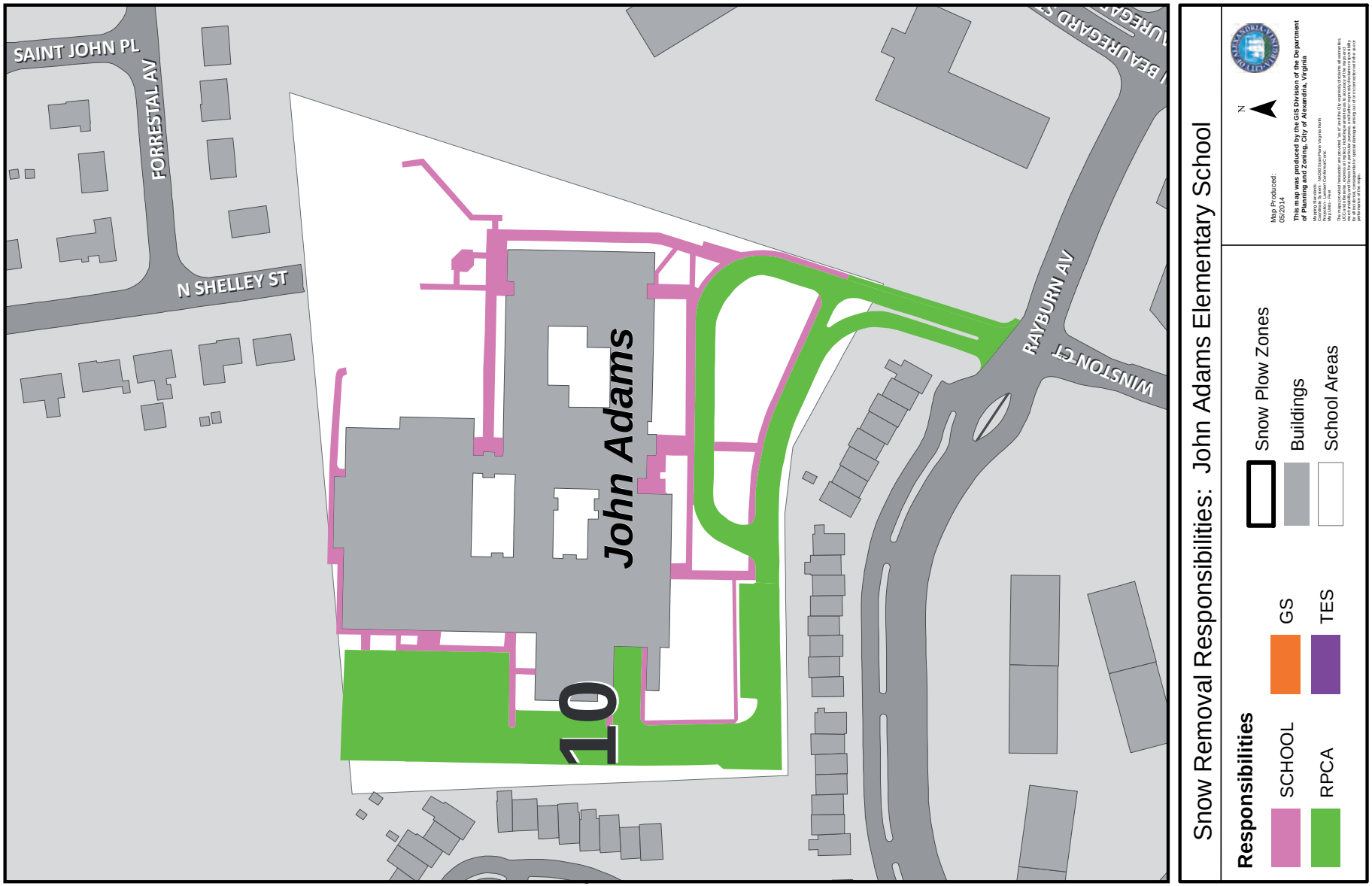
RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

*RPCA is responsible for landscape related care only at cited courts.

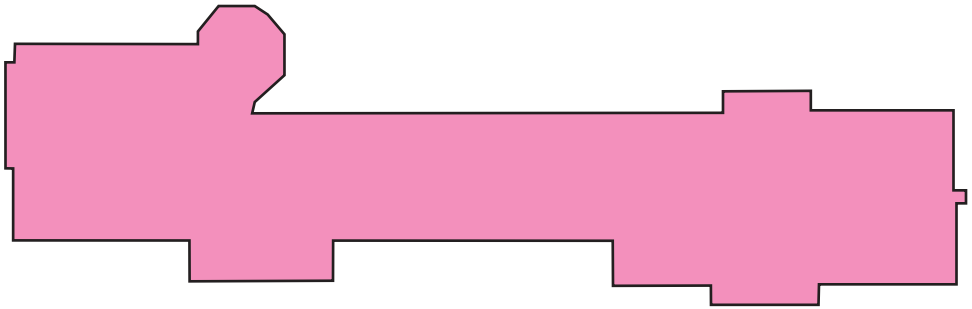
Snow Removal Responsibilities

John Adams Elementary School



Lee Center and Nannie J. Lee Recreation Center

1108 Jefferson Street, Alexandria, VA 22314



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	N/A	N/A
Exterior Building Envelope	GS	N/A	N/A
Custodial Services	RPCA	N/A	N/A
Solid Waste	TES	N/A	N/A
Litter Clean-Up	RPCA	N/A	N/A
Grounds Lighting	RPCA	N/A	N/A
Interior Graffiti Removal	RPCA	N/A	N/A
Exterior Graffiti Removal	RPCA	N/A	N/A
Life Safety Systems	GS	N/A	N/A

*Comb = Combined. User cleans up litter after each use.

Facility Details

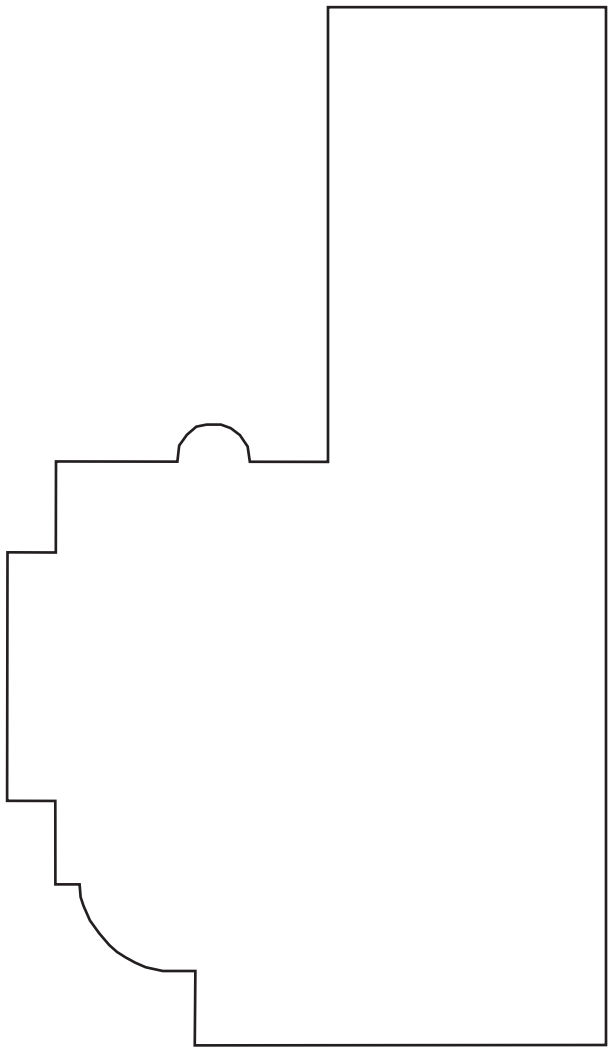
ACPS Square Footage: 0
RPCA Square Footage: 36,917

Facility Managed By: RPCA

Shared Area Activities: None

Lyles-Crouch Elementary School

520 S. St. Asaph Street, Alexandria, VA 22314



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	N/A	ACPS
Exterior Building Envelope	N/A	N/A	ACPS
Custodial Services	N/A	N/A	ACPS
Solid Waste	N/A	N/A	TES
Litter Clean-Up	N/A	N/A	ACPS
Grounds Lighting	N/A	N/A	ACPS
Interior Graffiti Removal	N/A	N/A	ACPS
Exterior Graffiti Removal	N/A	N/A	RPCA
Life Safety Systems	N/A	N/A	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 65,645
RPCA Square Footage: 0

Shared Area Managed By: N/A

Shared Area Activities: None

Levels of Service to Be Provided - Outdoor Maintenance

Lyles-Crouch Traditional Academy

Lyles-Crouch Traditional Academy serves students in grades K - 5 in the south Old Town area of the city.

Located at:
530 S. St. Asaph Street
Alexandria, VA 22314

Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Garden	ACPS
School Playground	ACPS

RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

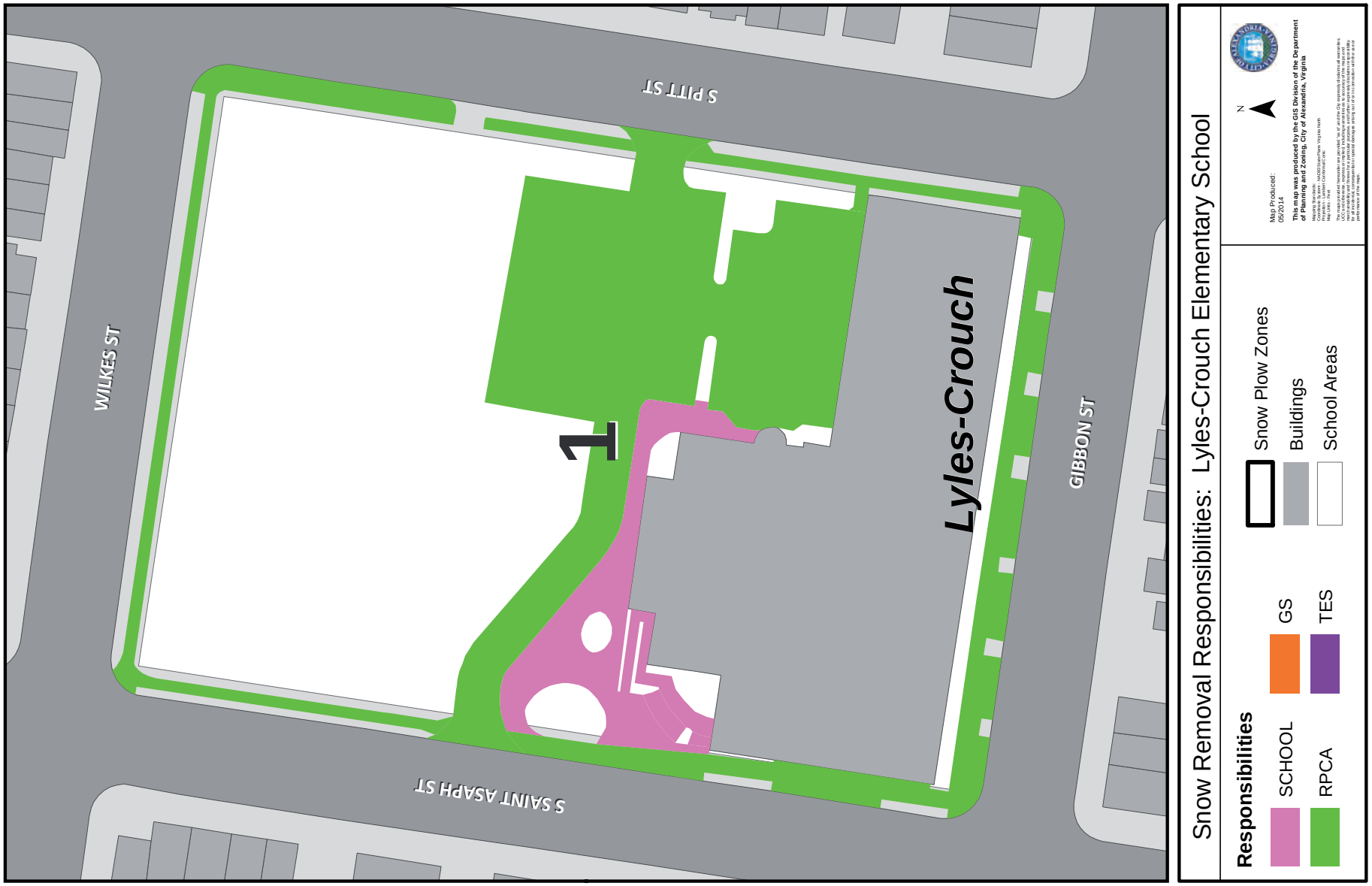
Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

Property Boundary | School Garden | Front of School | Playground

Revised September 1, 2014

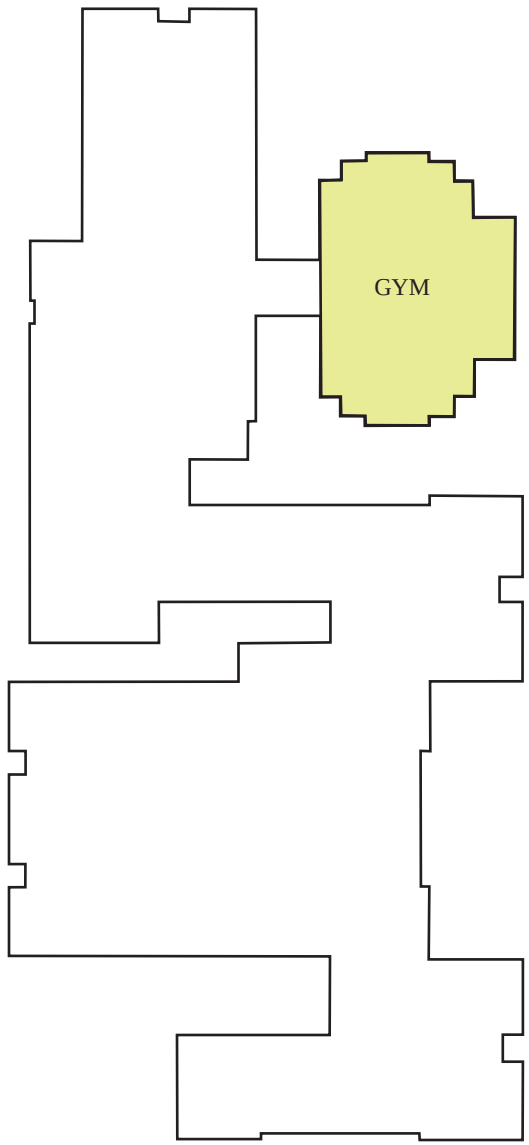
Snow Removal Responsibilities

Lyles-Crouch Traditional Academy



Matthew Maury Elementary School

600 Russell Road, Alexandria, VA 22301



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 51,800
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for after school program and youth basketball.

Levels of Service to Be Provided - Outdoor Maintenance

Matther Maury Elementary School

Matthew Maury Elementary School serves grades K- 5 and is located in the central-east portion of the city.

Property Boundary | School Garden | Front of School | Playground | Athletic Field

Located at:
600 Russell Road
Alexandria, VA 22301

Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Garden	ACPS
School Playground	ACPS
Athletic Field	RPCA

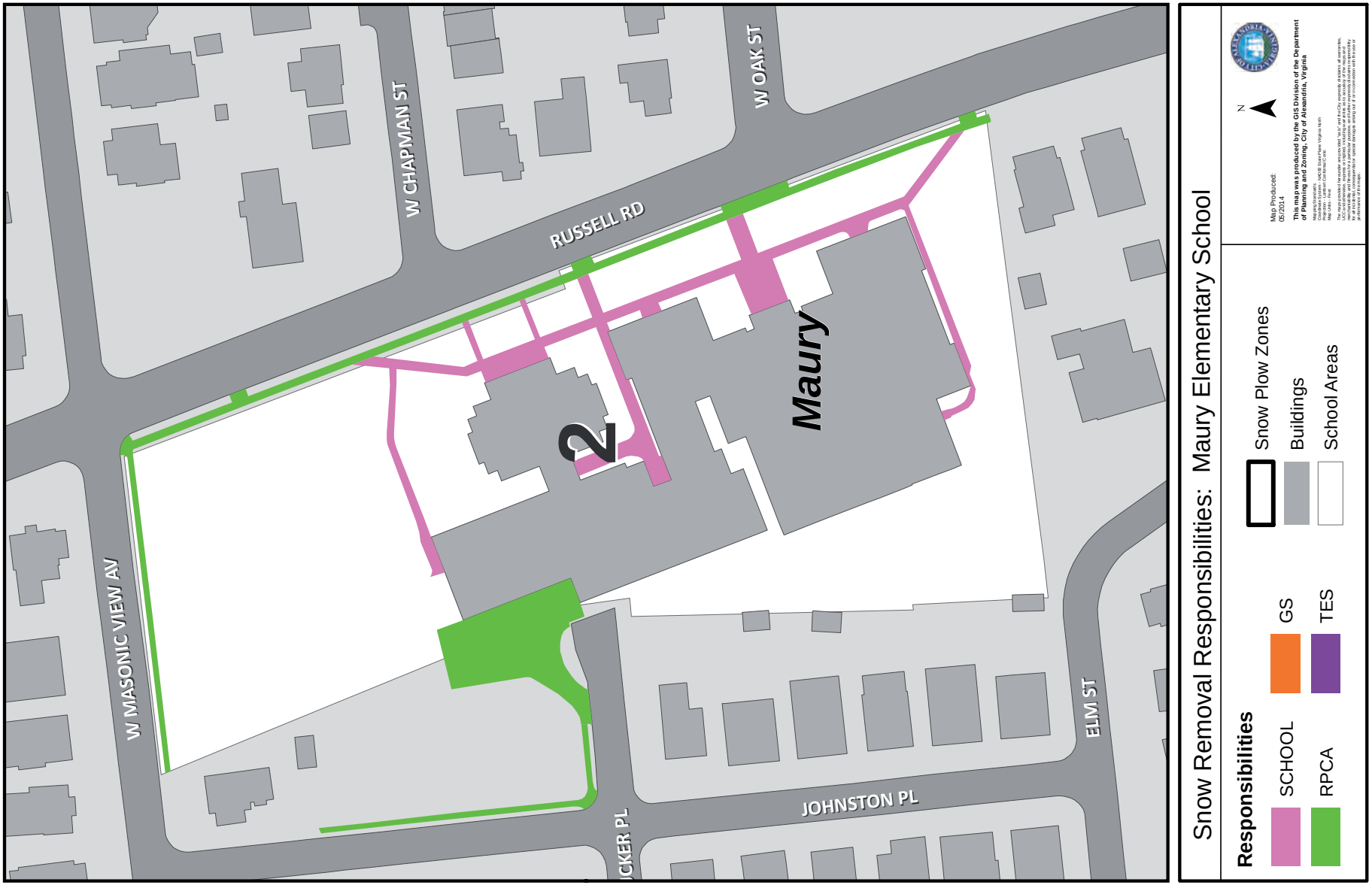
Note: Playground east of Johnston Place is owned and maintained by ACPS.

RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

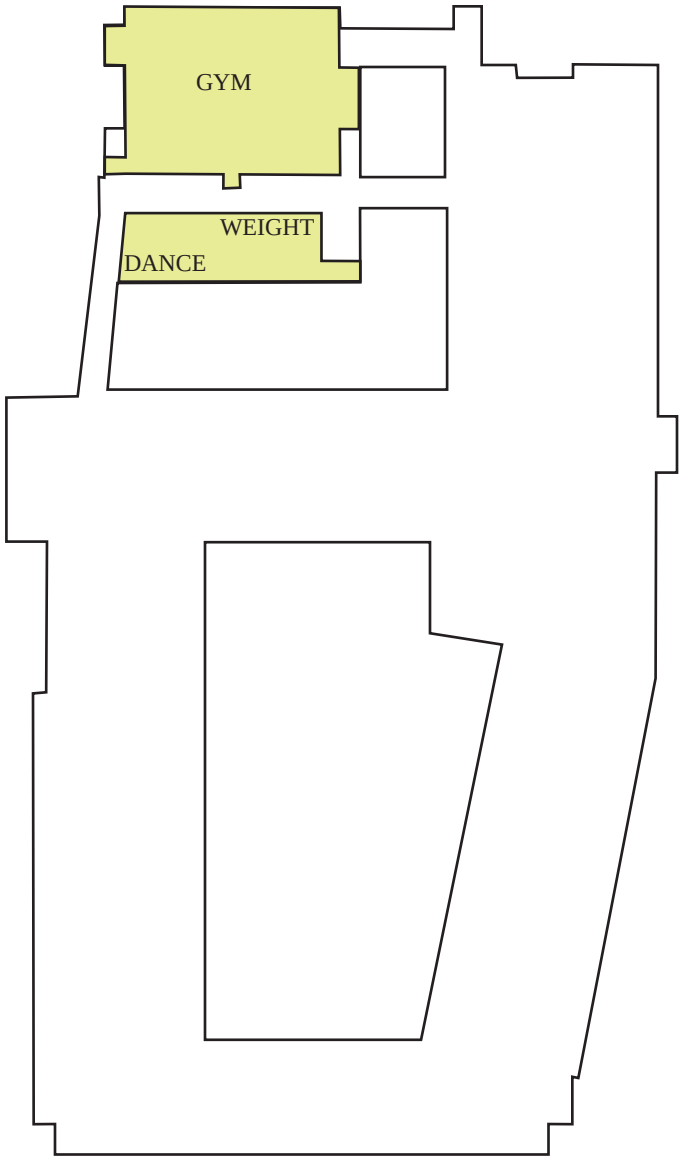
Snow Removal Responsibilities

Maury Elementary School



Minnie Howard Campus of T.C. Williams High School

3801 W. Braddock Road, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 130,435
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for youth and adult volleyball, and adult basketball.

Levels of Service to Be Provided - Outdoor Maintenance

Minnie Howard - Campus of T.C. Williams High School

Minnie Howard - Campus of T.C. Williams High School serves 9th grade students and is located in the west end of the city.

Located at:
3801 W. Braddock Road
Alexandria, Virginia 22302

Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Courtyard	ACPS
Athletics Area	RPCA*

RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

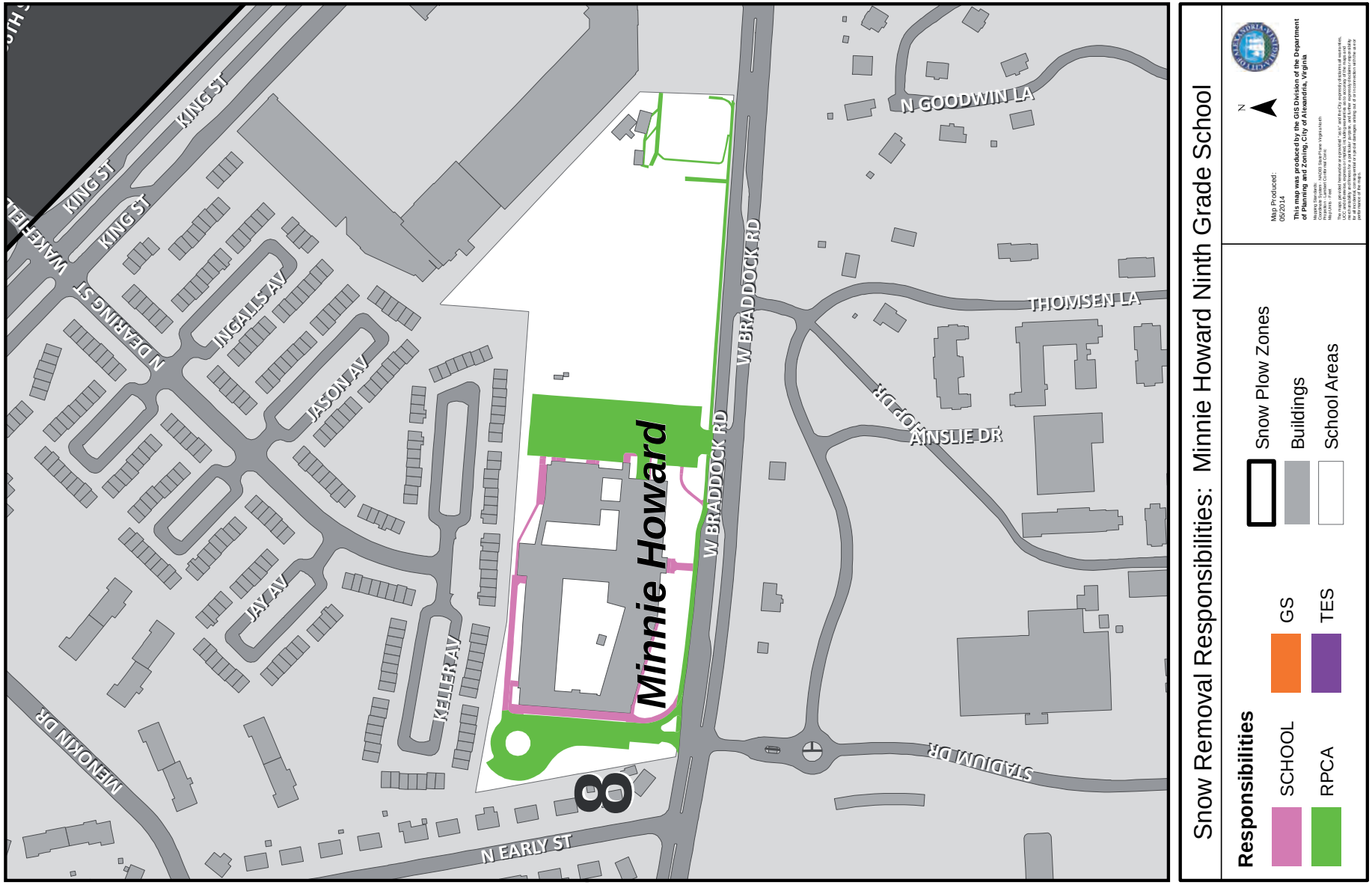
Note:
*RPCA is responsible for the artificial turf maintenance.

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

Front of School | Athletics Area | Courtyard

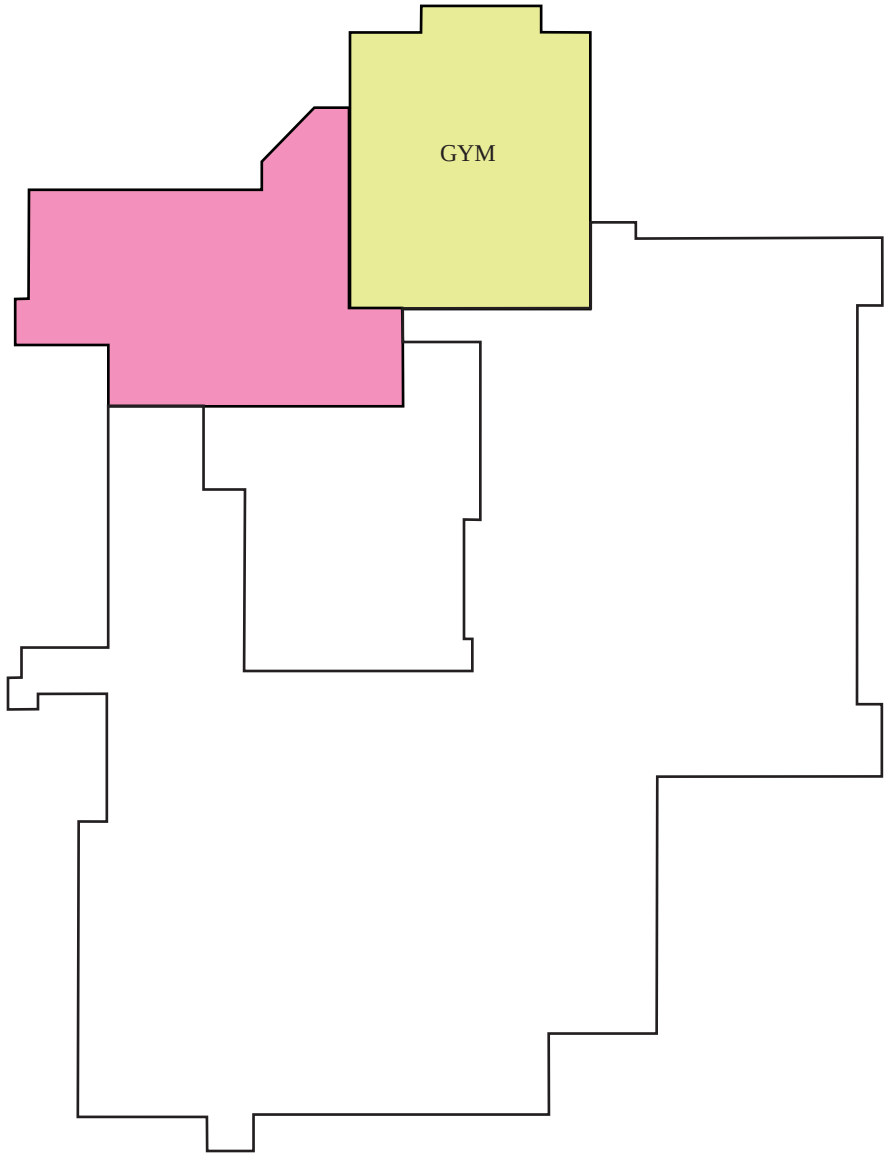
Snow Removal Responsibilities

Minnie Howard - Campus of T.C. Williams High School



Mount Vernon Community School and Recreation Center

2601 Commonwealth Avenue, Alexandria, VA 22305



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	RPCA/ GS**	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	*Comb	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	GS	ACPS

*Comb = Combined. User cleans up litter after each use.
**Metal Roof portion = GS; Flat Roof portion = ACPS

Facility Details

ACPS Square Footage: 112,730
RPCA Square Footage: 18,084

Shared Area Managed By: RPCA

Shared Area Activities: ACPS uses the gym during school hours only.

Levels of Service to be Provided - Outdoor Maintenance

Mount Vernon Community School

Mount Vernon Community School serves grades K- 5 and is located in the north end of the city adjacent to Mount Vernon Recreation Center.

Property Boundary | School Garden | Recreation Center | Front of School | Athletics Area | Playground and Courtyard

Located at:
2601 Commonwealth Avenue
Alexandria, VA 22305

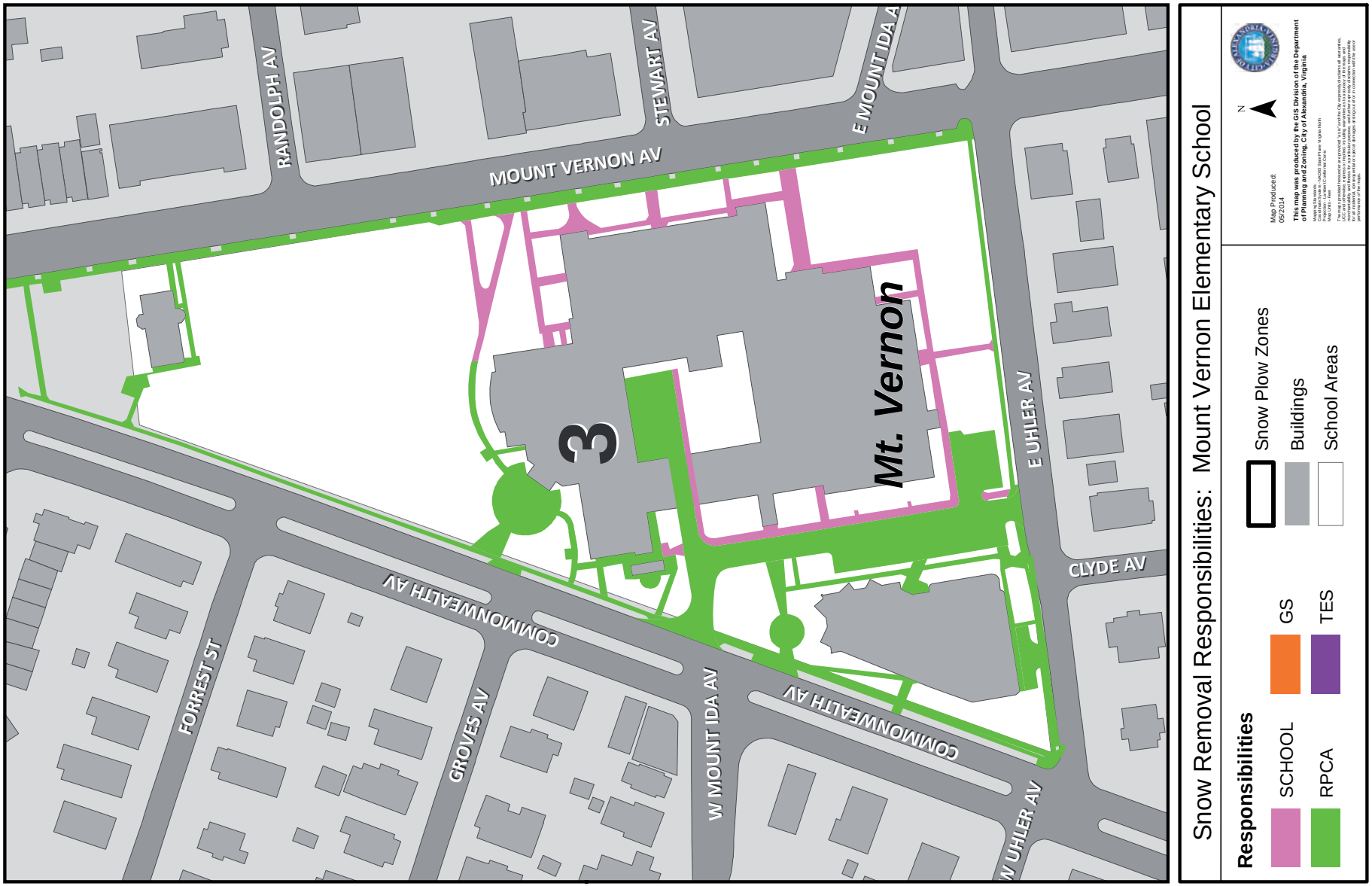
Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Playground	ACPS
School Garden	ACPS
School Courtyard	ACPS
Recreation Center	RPCA
Athletics Area	RPCA

RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

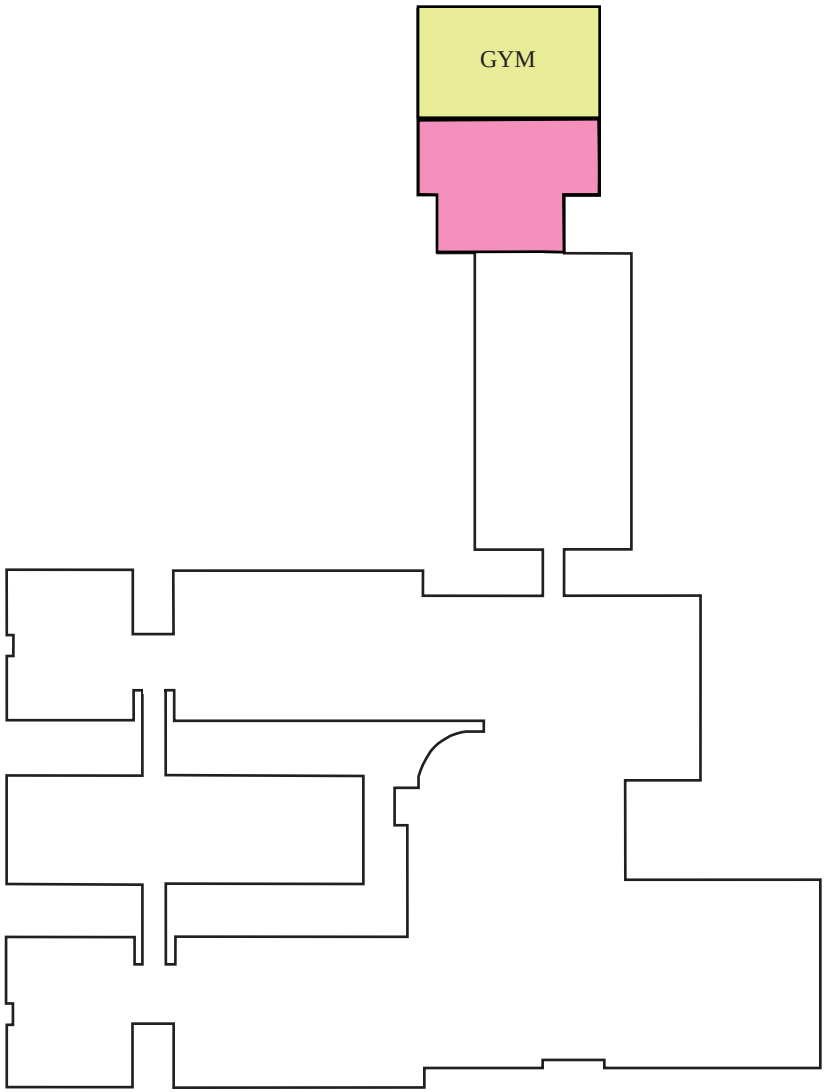
Snow Removal Responsibilities

Mount Vernon Community School



Patrick Henry Elementary School and Recreation Center

4643 Taney Avenue, Alexandria, VA 22304



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	ACPS**	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	RPCA	ACPS
Interior Graffiti Removal	RPCA	RPCA	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	GS	ACPS

*Comb = Combined. User cleans up litter after each use and share responsibility for graffit removal.
**GS is responsible for HVAC.

Facility Details

ACPS Square Footage: 73,806
RPCA Square Footage: 8,762

Shared Area Managed By: RPCA

Shared Area Activities: ACPS uses the gym during school hours only.

Levels of Service to Be Provided - Outdoor Maintenance

Patrick Henry Elementary School

Patrick Henry serves grades preK - 5 and is located in the west end of the city adjacent to Patrick Henry Recreation Center.

Property Boundary | Recreation Center | Front of School | Playground and Courtyard | Athletics Area

Located at:
4643 Taney Avenue
Alexandria, VA 22304

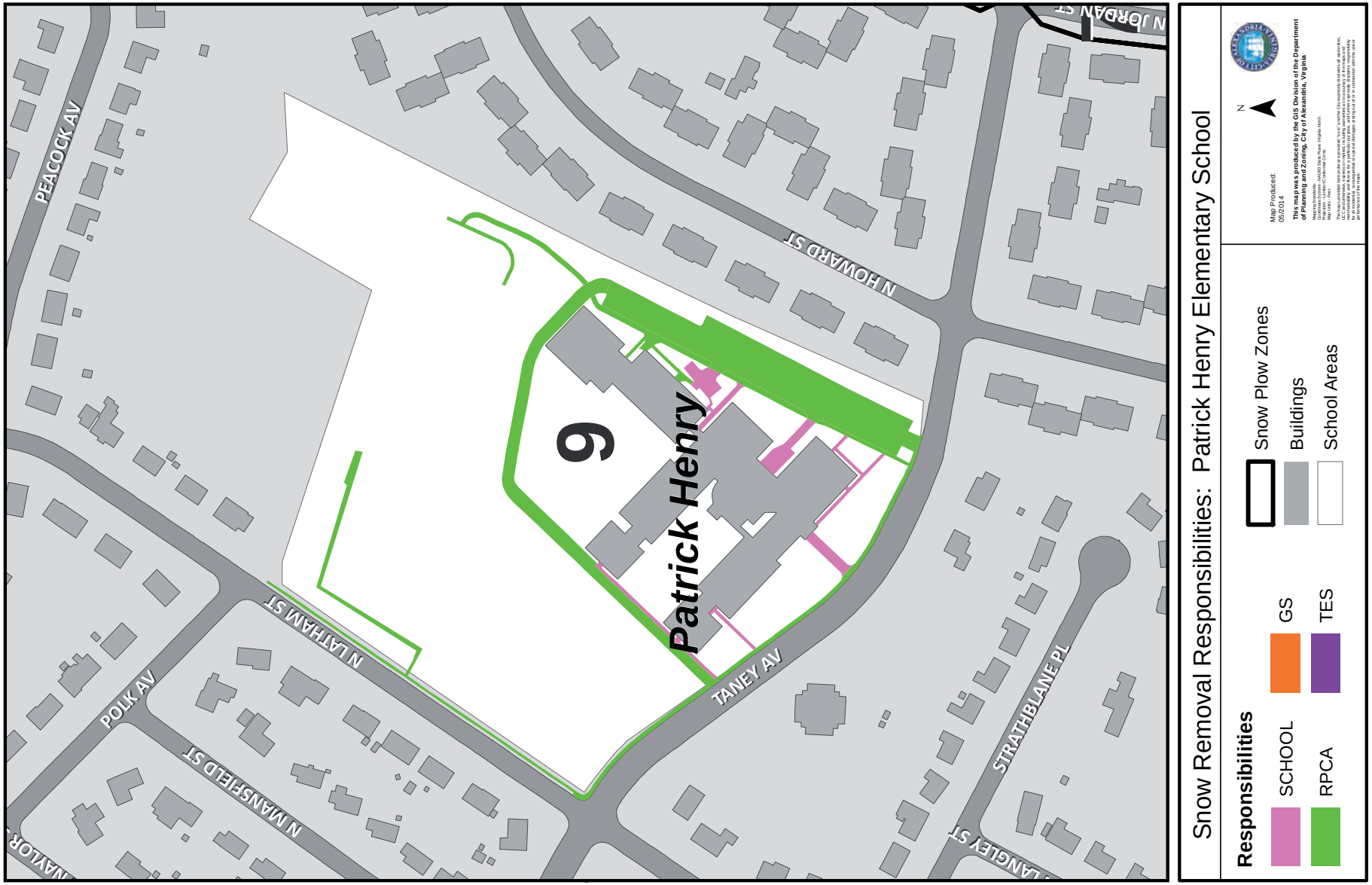
Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Playground	
School Courtyard	ACPS
Athletics Area	RPCA
Recreation Center	RPCA

RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

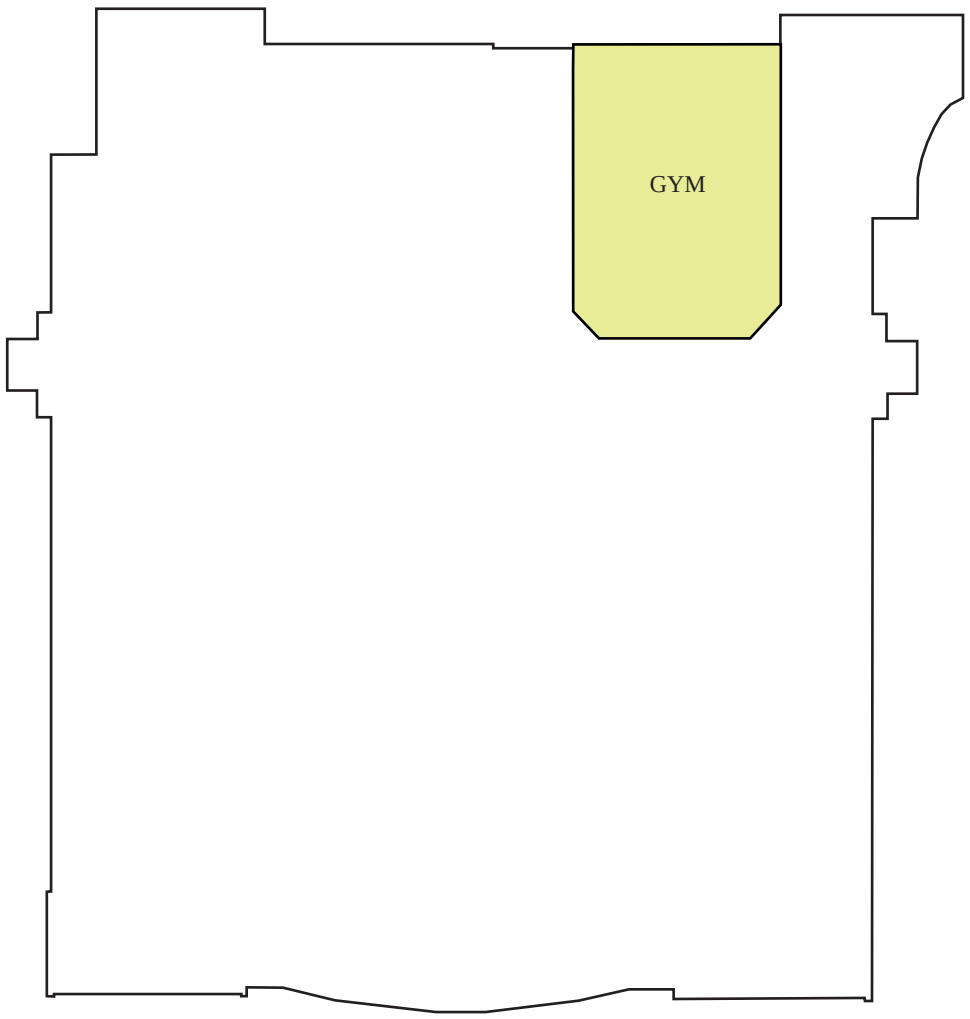
Snow Removal Responsibilities

Patrick Henry Elementary School



Samuel W. Tucker Elementary School

435 Ferdinand Day Drive, Alexandria, VA 22304



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 80,180
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA has priorty for use by request for youth basketball practices.

Levels of Service to Be Provided - Outdoor Maintenance

Samuel W. Tucker Elementary School

Samuel W. Tucker School serves grades K- 5 and is located in the southwest portion of the city adjacent to Cameron Station and Boothe Park.

Property Boundary | Front of School | Athletics Area | Playground

Located at:
435 Ferdinand Day Drive
Alexandria, VA 22304

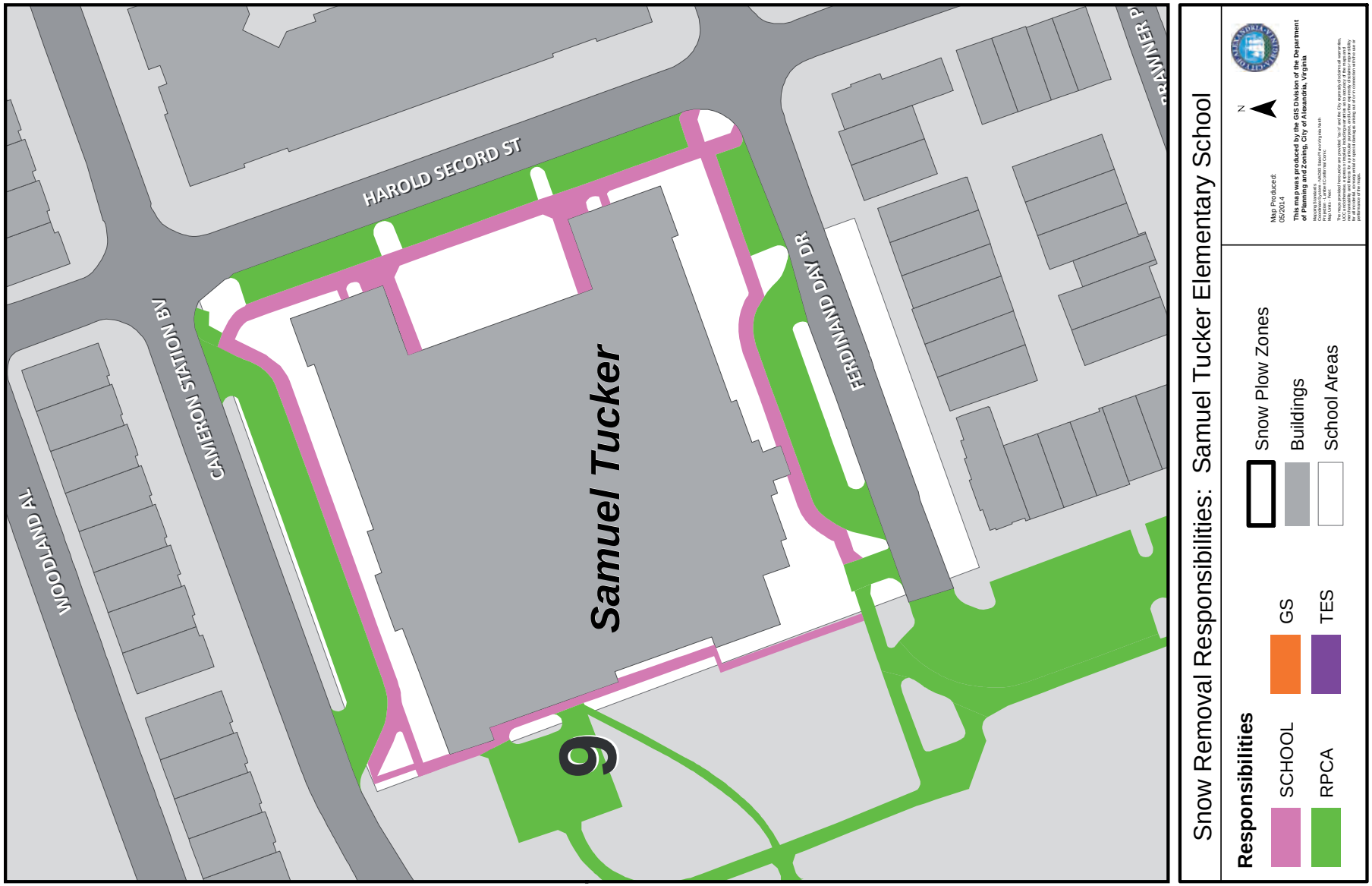
Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Playground	ACPS
Athletics Area	RPCA

RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

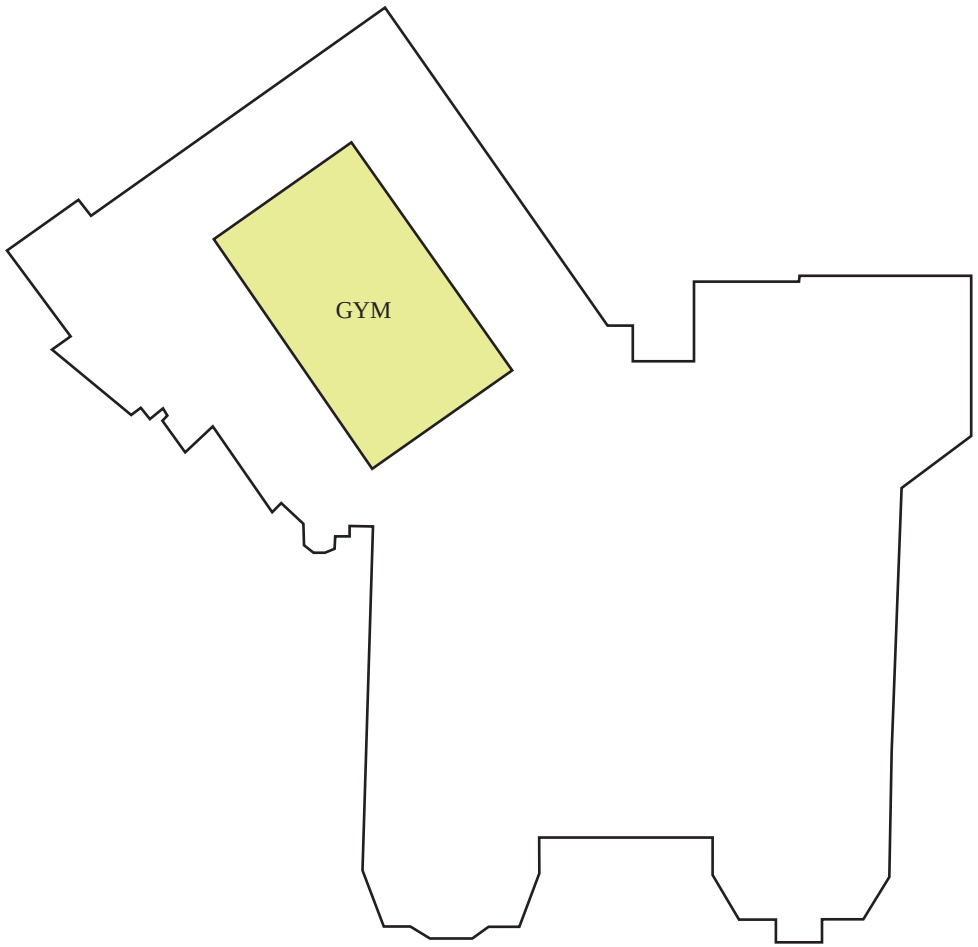
Snow Removal Responsibilities

Samuel W. Tucker Elementary School



T.C. Williams High School

3330 King Street, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 461,470
RPCA Square Footage: 0

Facility Managed By: ACPS

Shared Area Activities: RPCA requests use for track club, youth basketball practice, youth baseball, cheerleading exhibition.

Other: Parking deck maintained by ACPS.

Levels of Service to Be Provided - Outdoor Maintenance

T.C. Williams High School

**Located at:
3330 King Street
Alexandria, VA 22302

**Landscape Responsibility

Area:	By:
Front of School	RPCA
Secondary Front	RPCA
School Courtyard	ACPS
Athletics Area	ACPS*

RPCA Service:	Level:
Horticultural	1
Turf	3
Trees	2

Note:
*ACPS is responsible for the athletic turf maintenance.

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

**Future ACPS Tennis Courts' landscaping maintenance and shared usage shall be addressed under a separate agreement between ACPS and RPCA. Maintenance of the tennis courts is the responsibility of ACPS.

Property Boundary | Athletics Area | Front of School | Secondary Front of School | Courtyard

Revised September 1, 2014

Levels of Service to Be Provided - Outdoor Maintenance

T.C. Williams High School (Continued)

Located at:
3330 King Street
Alexandria, VA 22302

Landscape Responsibility Area:	**By:**
Athletics Area	RPCA*

RPCA Service:	**Level:**
Turf	3
Trees	2

Note:
*The property shown here is owned by ACPS.

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

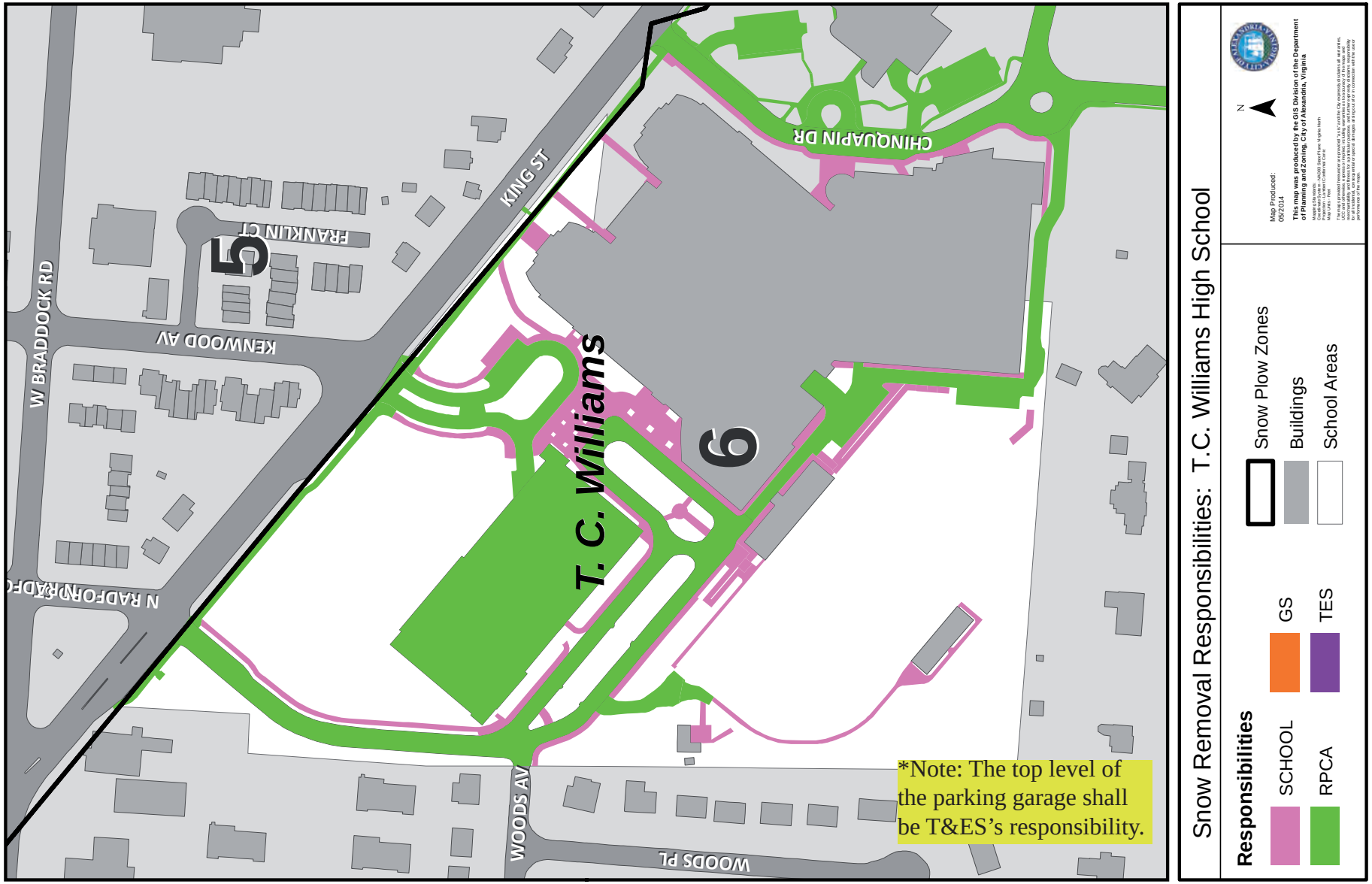
Property Boundary

Athletic Fields

Revised September 1, 2014

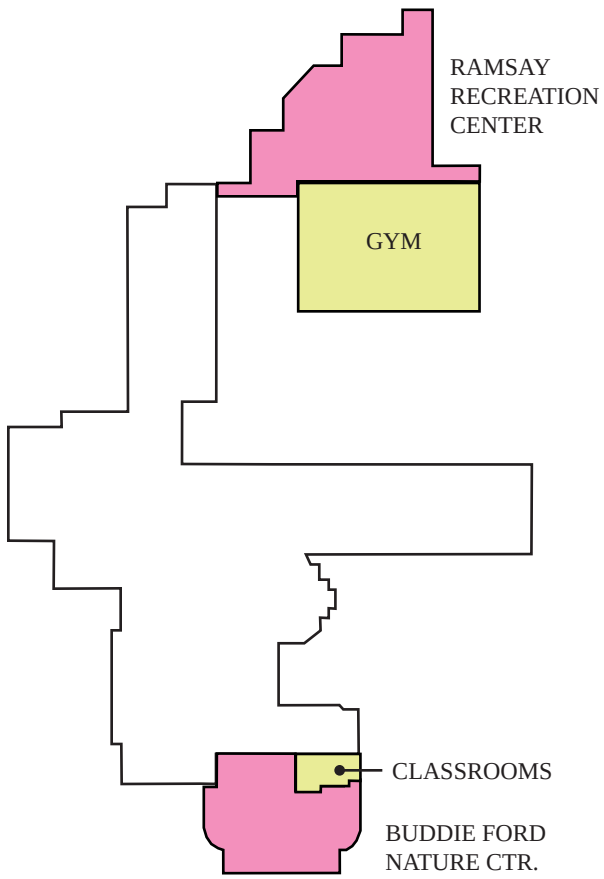
Snow Removal Responsibilities

T.C. Williams High School



William Ramsay Elementary School, Recreation Center, and Jerome “Buddie” Ford Nature Center

5700 Sanger Avenue, Alexandria, VA 22311



Maintenance Responsibilities in Delineated Areas

		Shared Use	
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	GS**	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	RPCA	ACPS
Interior Graffiti Removal	RPCA	RPCA	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	GS	ACPS

*Comb = Combined. User cleans up litter after each use.

**Buddie Ford Nature Center: ACPS is responsible for roof and HVAC. GS is responsible for greenhouse and its HVAC.

Facility Details

ACPS Square Footage: 87,650
RPCA Square Footage: 18,270
Nature Center Square Footage: 6,500

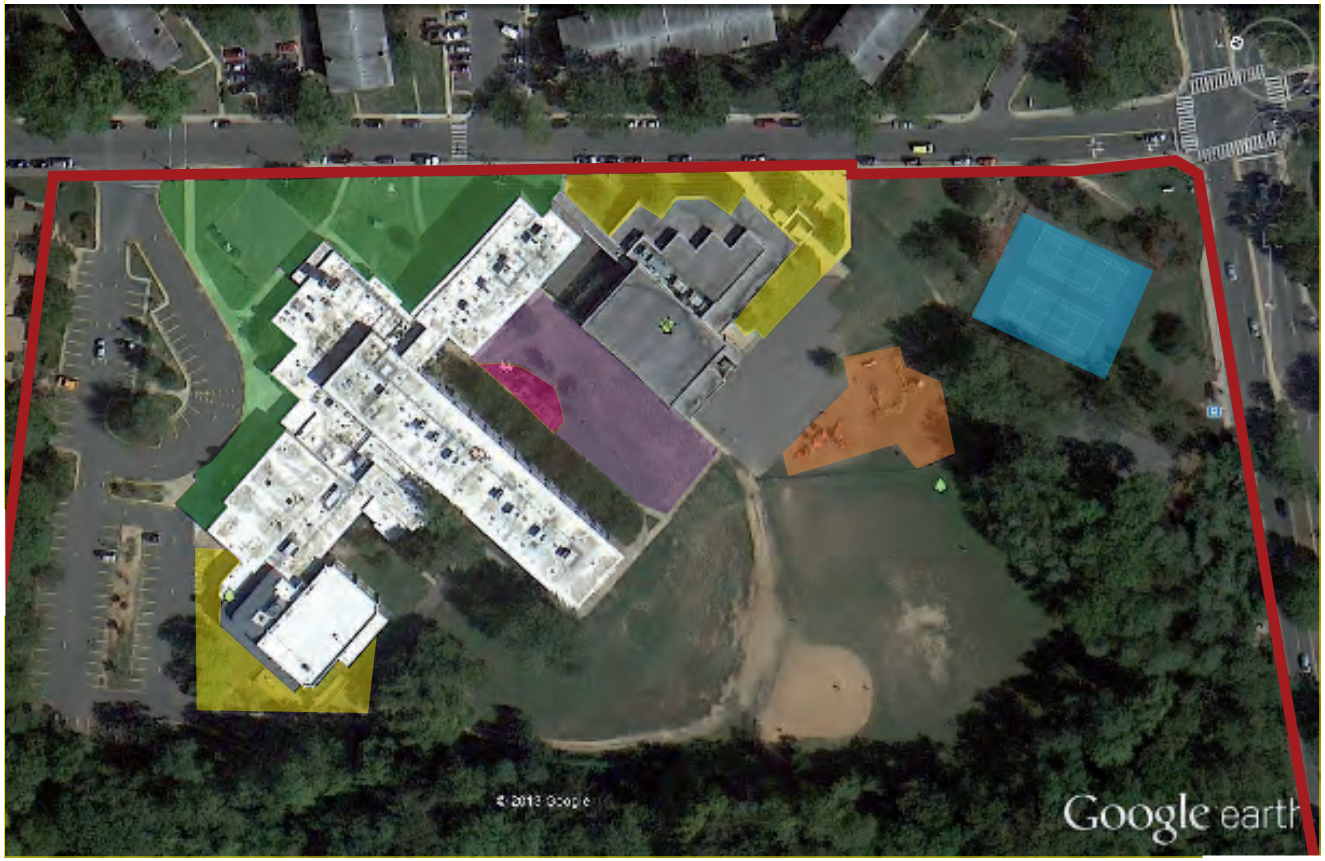
Shared Area Managed By: RPCA

Shared Area Activities: ACPS uses the gym during school hours only and shared Nature Center classroom is scheduled by request.

Levels of Service to Be Provided - Outdoor Maintenance

William Ramsay Elementary School

William Ramsay serves grades preK- 5 and is located in the west end of the city adjacent to William Ramsay Recreation Center.



Property Boundary | School Garden | Recreation/ Nature Ctr. | Front of School | Athletic Field | Playground | No-mow Meadow

Located at:
5700 Sanger Avenue
Alexandria, VA 22311

Landscape Responsibility Area:	**By:**
Front of School	RPCA
School Playground	ACPS
School Garden	ACPS
Athletics Area	RPCA
No-mow meadow	RPCA
Recreation and Nature Centers	RPCA

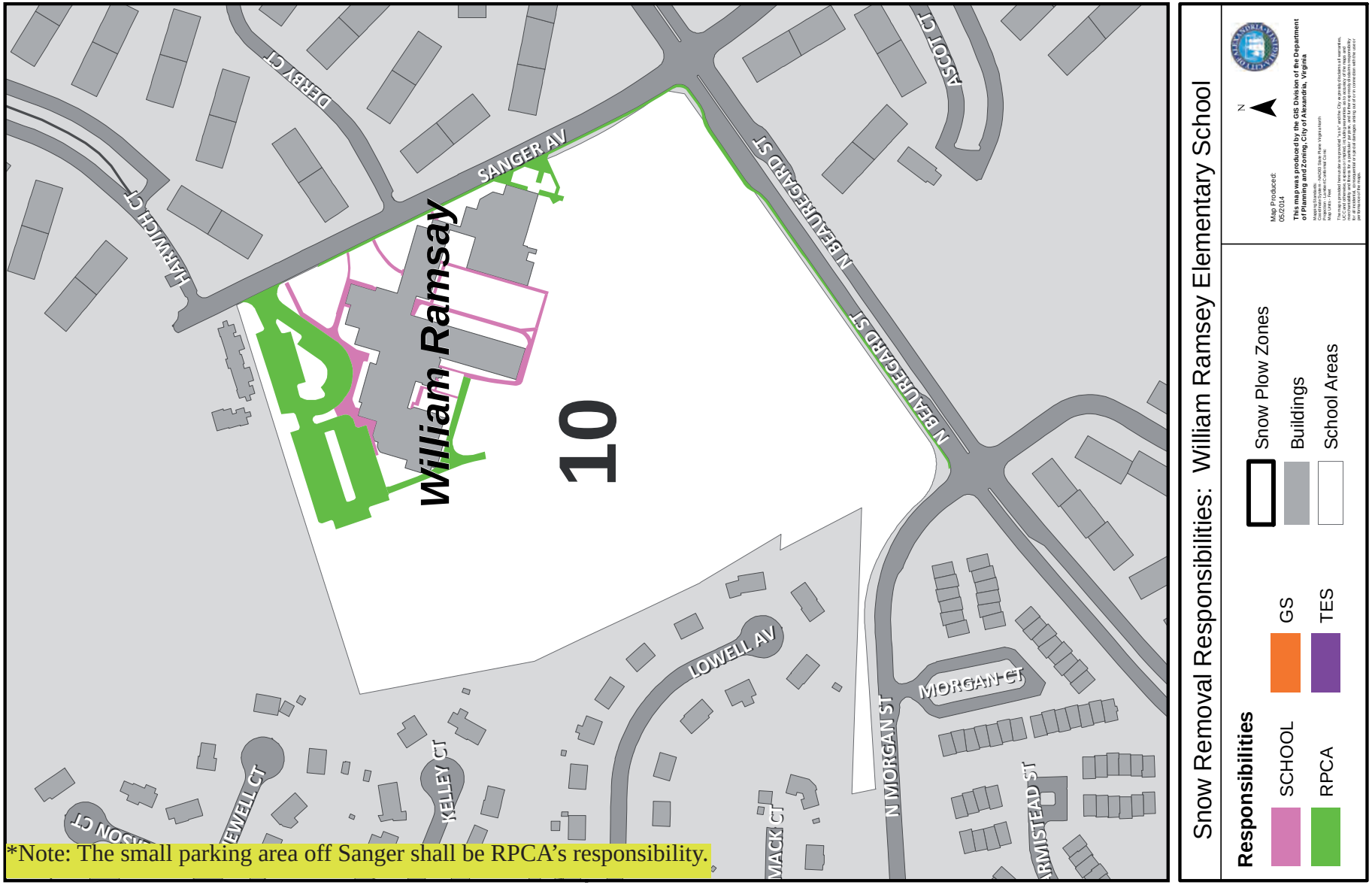
RPCA Service:	**Level:**
Horticultural	2
Turf	3
Trees	2

Natural turf areas not color-shaded are typically under RPCA's liter, leaf pickup, and mowing responsibilities but not horticultural services.

Revised September 1, 2014

Snow Removal Responsibilities

William Ramsay Elementary School



Levels of Service to Be Provided - Outdoor Maintenance

Dee Campbell Rowing Center

The Dee Campbell Rowing Center, home of the TC Williams High School Crew, is a modern boathouse on the Potomac River waterfront in Alexandria's Old Town District.

Planters

Located at:
1 Madison Street
Alexandria, VA 22301

Landscape Responsibility Area:	**By:**
Planters	RPCA

RPCA Service:	**Level:**
Horticultural	2

RPCA performs routine care of existing planters only - no mowing services are included.

Levels of Service to Be Provided - Outdoor Maintenance

Peyton Street Building

The Peyton Street building houses ACPS's Change for Change Academy.

Located at:
216 S. Peyton
Alexandria, VA 22314

TES Trash Pickup Service

Area:	**By:**
Trash Receptacles	TES

TES performs routine pickup of recyclable trash. All other services are provided by ACPS.

Turf Landscaping Maintenance

Department of Recreation, Parks, and Cultural Activities
Division of Park Operations
TURF LANDSCAPING MAINTENANCE
LEVELS OF SERVICE

LEVELS	Turf Care				Fertilizer*	Irrigation*	Litter Control (Prior to Mowing)	Repairs	Inspections
	Mowing	Aeration*	Reseeding*	Weed Control*					
One (1): Premium[i]	@ min. 5 days: Varies per species.	Min. 4/year	As needed	Max spread: 1%	As needed	Automatic	Per Mowing Cycle[ii]	As needed	Daily
Two (2): High[iii]	@ 10 days	Min. 2/year	As needed	Max spread: 5%	As needed	Automatic	Per Mowing Cycle	As needed	Per RPCA service visit
Three (3): Moderate[iv]	@ 10-15 days	Per RPCA inspection	Per RPCA inspection	Required removal: noxious weeds	Per RPCA inspection	Per climate[v]	Per Mowing Cycle	As needed: Per RPCA inspection	T1/week
Four (4): Standard[vi]	@ 12-18 days	None	None	Required removal: noxious weeds	None	None	Max. 1/week	Per safety requirements only	1/month
Five (5): Minimum[vii]	None or min. per species	None	None	Required removal: noxious weeds	None	None	Per complaint order	Per safety requirements only	1/month

*Applies to athletic fields only.

Turf Landscaping Maintenance (Continued)

[i] Mowing every 5 days, no more than 1% of surfaces have weeds, athletic fields are pristine, trees and shrubs are pruned monthly, beds are updated frequently. State-of-the-art maintenance applied to a high-quality diverse landscape. Associated with high-traffic urban area, such as public squares, malls, government grounds, or college/university campuses.

[ii] Includes surfaces: Sweeping and cleaning frequency as such that at no time does accumulation of debris distract from look or safety of the area.

[iii] Mowing every 10 days, weeds represent no more than 5% of surface, athletic fields are done weekly, trees and shrubs are done seasonally, beds are changed out twice a year. High-level maintenance. Associated with well-developed public areas, malls, government grounds, or college/university campuses. Recommended level for most organizations

[iv] Mowing every 10-15 days, weeds represent no more than 15% of surface, athletic fields are done as needed for athletic events. Moderate-level maintenance. Associated with locations that have moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a high level of maintenance.

[v] Depends on climate. Areas with more than 25 inches per year rely on natural rainfall. Areas with less than 25 inches per year have some form of supplemental irrigation, normally 2 to 3 times per week

[vi] Mowing every 12-18 days, weed control limited to legal requirements for noxious weeds, athletic fields are done as needed for athletic events, trees and shrubs are done on an as needed basis for safety, no beds are done, maybe wild flowers. Moderate to low-level maintenance. Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.

[vii] Turf Care: Low-frequency mowing schedule based on species. Low growing grasses may not be mowed, high grasses receive periodic mowing. Weed control limited to legal requirements for noxious weeds.

Horticultural Maintenance

Department of Recreation, Parks, and Cultural Activities
Division of Park Operations
HORTICULTURAL MAINTENANCE
LEVELS OF SERVICE[i]

LEVELS	Site Visits					Mulching[ii]	Pruning[iii]	Leaf Removal[iv]	Enhancements[v]
	Frequency	Cleanliness[vi]	Weed Control[vii]	Density[viii]	Neatness[ix]				
One (1): Premium[x]	@ 10 – 14 days	No visible trash	FOS: No weeds (upon work completion)	100%	High	August & April-May	2/year	2/year	Watering, IPM, fertilizing, containers
Two (2): High[xi]	@ 10 – 14 days	Limited trash/litter pickup	90% weed free	70%	High-moderate	August	1/year	2/year	None
Three (3): Moderate[xii]	@ 15 - 21 days	Limited trash/litter pickup	80% weeds free	Partial	Moderate	August	1/year	1/year	None
Four (4): Standard[xiii]	@ 22 - 45 days	Limited trash/litter pickup	70% weeds free	Partial	Moderate-low	August	Per RPCA inspection	1/year	None
Five (5): Minimum[xiv]	Per safety/health requirement	Per complaint	NA	NA	NA	None	Per safety/health requirements	None	None

Horticultural Maintenance (Continued)

[i] RPCA is responsible only for areas defined as "Front of School" on associated aerial maps included as part of this MOU. The standards below apply to "Front of the School" and shall represent the conditions upon completion of each site visit.

[ii] August Mulching includes the following: 1) Beds edged, 2) Old mulch is removed, 3) A 2-3" new layer of shredded pine bark mulch is added, and 4) New mulch is gently tamped down. April/May Mulching includes only the addition of 0.25"-0.50" of new mulch for color and appearance. No bed edging. No removal of old mulch. No tamping.

[iii] Pruning: All shrubs and hedges at the front of the school will be pruned at the number of times per year defined by the Level of Service contracted. The amount of growth pruned from the plants and the timing of the pruning will vary depending upon the Level of Service contracted. Selected species of ornamental trees, such as Crape Myrtle, are to receive annual pruning to stimulate flowering.

[iv] Leaf removal- "Fall cleanup": 1) Mid November to the end of December all fallen leaves removed, 2) January- February additional cleanup.

[v] E. Enhancements: 1) Seasonal Color changes- especially in the Spring, Fall and Winter, 2) Addition of Containers with seasonal color changes, 3) More detailed pruning, 4) Higher density of plantings, 5) Fertilizing/watering as needed, 6) Additional mulching (2 times a year), 7) IPM- Integrated Pest Management used.

[vi] "Cleanliness" is trash and litter pickup. No trash visible in the front of the school. No trash visible within 25' of any door on the sides/back of the school. No more than 1 piece of trash along a 100' site line, nor in an 25' by 25' area..

[vii] Weeds: Weed coverage upon completion of the Site Visit determined by the Level of Service contracted. No weedy vines overtaking ornamental plants following any Site Visit.

[viii] Density: Density of plant coverage upon completion of the Site Visit determined by the Level of Service contracted. Plants shall be full and healthy, with any dead plants removed.

[ix] Neatness: Beds edged. Sight lines open. No shrubs or tree branches blocking walkways or entrances.

[x] Level 1: Level 1: 100% weed-free landscape beds. Mulched twice per year. Site visit every 10-14 days, so weeds should usually not be more than 2-3" tall between visits. Full, densely planted landscaped beds with seasonal color changes.

[xi] Level 2: Clean, weed free landscape beds; mulched once per year. Crew visits every two weeks so weeds should never be more than 3-4" tall between visits.

[xii] Level 3: 80% weed-free landscape beds. Mulched once per year. Site visit every 15-21 days, so weeds will often attain heights of 8-12" between visits.

[xiii] Level 4: 70% weed-free landscape beds. Mulched once per year. Site visit every 22-45 days, so weeds will often be taller than 12" between visits.

[xiv] Level 5: No landscape maintenance. Native Plant Conservation Zones or areas with limited public access.

Tree Care Maintenance

Department of Recreation, Parks, and Cultural Activities Division of Park Operations **TREE CARE[i]** **LEVELS OF SURVICE**					
LEVELS	**Tree Assessment[ii]**	**Emergency Hazard Response[iii]**	**Tree Removal[iv]**	**Selective Tree Maintenance[v]**	**Five-Year Rotational Maintenance[vi vii viii]**
One (1): Premium	1/year	Per request: For public safety only	1/year	Per request: For public safety only	Per 5 year cycle
Two (2): High	1/year	Per request: For public safety only	1/year	Per request: For public safety only	NA
Three (3): Moderate	1/year	Per request: For public safety only	1/year	NA	NA
Four (4): Standard[ix]	NA	NA	NA	NA	NA
Five (5): Minimum[x]	NA	NA	NA	NA	NA

Tree Care Maintenance (Continued)

[i] It is the intent of this MOU to provide tree maintenance services in areas near buildings, parking lots, athletic fields, walkways, and other activity areas. Tree maintenance services (including those described in item #7 below) will not be provided in wooded/natural areas, low-maintenance zones, Native Plant Conservation Zones, or other similar areas.

[ii] Tree Assessment - An evaluation of all trees within the area covered by the MOU, to identify the presence of hazards that need to be resolved and to determine the need for other tree maintenance activities that are to be performed in accordance with the contracted Level of Service.

[iii] Emergency/Hazard Response: RPCA will provide removal of safety hazards and downed trees/limbs which block access to facilities or the flow of traffic at all schools. Emergency response at schools will be prioritized in coordination with other RPCA emergency response requirements. (Levels 1, 2, and 3)

[iv] Tree Removal - Trees which are dead or in severe decline and are located in areas commonly used near buildings or activity areas will be removed from each school site annually. Trees which present a low risk hazard due to their location away from high activity areas will not be removed. (Levels 1, 2, and 3).

[v] Selective Tree Maintenance -- RPCA will perform maintenance that is necessary to provide clearance for pedestrian or vehicular traffic, or to address tree-related maintenance issues such as safe buffer distances between trees and structures. (Levels 1 and 2).

[vi] Five-Year Rotational Maintenance -- RPCA will perform maintenance activities to improve the health, structure, and appearance of all trees within the area covered by the MOU (except as noted in #1 above), on a pro-active five-year rotation cycle. A schedule of school sites whose trees are to be maintained each year shall be developed by ACPS and RPCA, so that each site is maintained once every five years. (Level 1).

[vii] Maintenance pruning activities shall be performed in accordance with ANSI A300 (Part 1)standards (American National Standard for Tree Care Operations - Tree, Shrub, and Other Woody Plant Maintenance - Standard Practices - 2008), and may include a) crown cleaning, b) crown thinning, c) crown raising, d) crown reduction/shaping, and/or e) crown restoration, as defined therein.

[viii] Planting of new trees, maintenance of new trees, watering, fertilization, or any other services not specified as the responsibility of RPCA through this MOU, may be provided only through a separate agreement between ACPS and RPCA, at an additional cost to be mutually agreed upon.

[ix] Level 4: Secluded areas, undeveloped areas, or areas with restricted or limited public pedestrian access but not classified under Level 5 (below).

[x] Level 5: Native Plant Conservation Zones, and Natural Resource Areas.

RPCA Athletic Field and Outdoor Court Use Request Form: *Sample*

CITY OF ALEXANDRIA

RECREATION, PARKS AND CULTURAL ACTIVITIES – SPORTS SECTION

Lee Center, 1108 Jefferson Street, Alexandria, Virginia 22314

Phone: 703. 746.5402 Fax: 703.746.5585

Web Site: www.alexandriava.gov/recreation

ATHLETIC FIELD AND OUTDOOR COURT REQUEST FORM

This Athletic Field and Outdoor Court application must be submitted to the Department of Recreation, Parks and Cultural Activities – Sports Office (Youth & Adult) ***no less than fifteen (15) calendar days before the date of request use***. Completed applications should be sent to **mac.slover@alexandriava.gov or marvin.elliott@alexandriava.gov** by e-mail, fax or mail to the **Sports Office –** c/o **Athletic Field/Court Permit Request** at the above address. Alexandria City sponsored programs/activities will receive priority over non-City program/activities.

Teams/leagues requesting the use of facilities must submit rosters, proof of liability insurance and practice/game schedules. Failure to provide these will cause the request to be disapproved. Facility rentals will not be guaranteed until all rental fees are paid in full, proof of insurance and schedules received and facility permit issued.

- Fees will be assessed based upon request. * Fees may include - *field rental fee, Youth Sports user fee, non-residents fee, staffing cost and field lights cost.*
- If damage that occurs to field or court during the rental period, the Organization/League/Team will be assessed further fees to cover the cost of repair.
- If the premitee cancels permit up to 30 days prior to the rental, 25 percent of the facility reservation cost will be refunded. Otherwise, there will be no refunds.

Applicant Name: _____**Email:** _____

League/Organization Name: _____ **Team Name:** _____

Type of Activity: Sport:_____ ____ **Practices** ____**Games** ____**Tournament** **Other(Specify)**_____

Address of Applicant: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Organization/League/ Team's Business Address: _____

(Must Include City, State and Zip Code)

Liability Insurance: ___ **Yes** ___ **No If yes, Give Name of Carrier:** _____ **Amount: $**_____

(Policy must include the City of Alexandria as second insured and certificate holder with address of City of Alexandria above)

Organization/League/ Team Web Site: _____

RPCA Athletic Field and Outdoor Court Use Request Form: *Sample*

Continued

Organization/League/ Team Web Site: _____

Organization/League/Team Phone: _____ **Fax:** _____

Number of teams in League/Request: _____ **Number of Participants on Field/Court Request:** _____ **Number of Spectators** _____
_____ **#City of Alexandria Residents** _____ **# of Non-Alexandria Residents**
Age Groups: _____ **5 & under** _____ **6 -12 Years** _____ **Teens (13 – 17)** _____ **Adults (18 – 55)** _____ **Seniors (55 & over)**
(Check Appropriate Age Groups)

Facility Requested: (1st Choice) _____ **(2nd Choice)** _____

Date(s) Requested: Start _____ **End:** _____ **Day(s): MON TUE WED TH FRI SAT SUN**
(Circle Days That Apply)
Program Time(s): _____ **am/pm to** _____**am/pm**

_____ _____
Applicant's Signature **Date**

____ ***Approved*** ____ ***Disapproved*** ***Total Fee Charged: $***_____

Facility(s) Used: _____ ***Date(s):***_____ ***Time(s):***_____
Proof of Liability Insurance: ___ ***Yes*** ___ ***No*** ***Practice/Game Schedules:*** ____ ***Yes*** ____ ***No***

_____ _____
Field Coordinator's Signature ***Date***

ACPS Facility Use Request Form (2) - Schedule: *Sample*

ALEXANDRIA DEPARTMENT OF RECREATION, PARKS & CULTURAL ACTIVITIES
School Request - September 1, 2014 - August 31, 2015
School: _____

Activity	Start/End Dates	Days/Hours	Facilities Requested	Supervisor on Duty

Submitted by_____
Date_____

Approved by _____
Date_____

ACPS Facility Use Request Form: *Sample*

Permit for Use of School Facilities

Application must be submitted to the SCHOOL PRINCIPAL, no less than 14 days before event. All fees and other required information must be received 7 days prior to the event. Send to ACPS Facilities Department 4701 Seminary Road, Alexandria, VA 22304

1. School/Facility requested_____

Name of person in charge of event_____

Address_____
(street) (city) (state) (zip code)

Phone_____ _____
(office) (alternate)

2. Individual or Organization_____

3. **Specific Space Requested:**

- ☐ Auditorium
- ☐ Cafeteria
- ☐ Gym
- ☐ Kitchen
- ☐ Classroom
- ☐ Multi-Purpose Room
- ☐ Other

Service Personnel

- ☐ Building Engineer
- ☐ Custodian
- ☐ Food Services
- ☐ Lights/Sound Operator
- ☐ Police

Equipment Request

_____

4. Activity date(s)

Date	Hours(Beginning)	Hours (Ending)
_____	_____	_____

5. Type of activity_____

6. Is the organization a non-profit?
☐ Yes ☐ No

7. Will the user collect fees?

☐ Yes ☐ No

Any individual who works with ACPS students on School Board property must complete the Volunteer Application and Screening Process.
https://alexandria.keepntrack.com/apply

ACPS Facility Use Request Form: *Sample*

Continued

8. Number of people projected to attend _____

9. Does the organization have General Liability Insurance Coverage?
(Proof of Coverage Required)
☐ Yes ☐ No

The undersigned certifies that he/she is familiar with the Alexandria School Board regulations and responsibilities of renters as stated on the Community Use of School Facilities Regulations Agreement. And that he/she is the legally authorized representative to act for and accept such responsibility for the organization. **Final Approval of this permit is contingent upon receipt of this permit by the applicant duly appointed and signed by the Building Principal and Educational Facilities Office**

_____ _____
Signature Date

☐ Approved _____
☐ Disapproved _____ Date_____
Signature of Principal

☐ Approved _____ _____
☐ Disapproved _____ Date_____
Signature of Educational Facilities

RPCA Facility Use Request Form: *Sample*

DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES
1108 Jefferson Street • Alexandria, Virginia 22314
703-838-4343 (Office) 703-838-6344 (Fax)
www.alexandriava.gov

PERMIT FOR RENTAL OF FACILITIES
(This form must be filled out completely to be processed)

Name or Organization: _____ Contact Person: _____

Street Address: _____ City, State & Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____ Household ID or Date of Birth: _____

Facility Requested:	**Requested Date(s)**	**Requested Rental Period:**
❑ C Barrett ❑ Lee/Rec Adm ❑ C Houston ❑ Mt Vernon ❑ Chinquapin ❑ N J Lee ❑ C Kelly ❑ P Henry ❑ Durant ❑ Wm Ramsay ❑ J Ford Nature ❑ Other:	_____ **Requested Day(s) of Week** _____	Set-up Time ___am/pm ___am/pm Event Time ___am/pm ___am/pm Clean-up Time ___am/pm ___am/pm
Type of Room Requested ❑ Small Room (up to 50 occupancy) ❑ Large Room (51 to 125 occupancy) ❑ Exhibit Hall/Large Multi-purpose ❑ Lee Center Kauffman Auditorium ❑ Gymnasium ❑ Dance Studio ❑ Kitchen ❑ Other: _____	**Standard Room Set-up** ❑ Banquet ❑ Boardroom ❑ Theater ❑ U-Shape ❑ Classroom ❑ Hollow Square ❑ Other: _____	**List any Equipment/Staff/Supplies the applicant will be providing or contracting for:**
Will Fees Be Collected? ❑ Yes ❑ No If Yes: ❑ On-Site ❑ In Advance ❑ Both	Will Food Be Served? ❑ Yes ❑ No	Will alcohol be served? ❑ Yes* ❑ No ***Note**: A $25 additional nonrefundable fee is required at time of application.
Does the organization have liability Insurance? ❑ Yes ❑ No	Is this Organization: ❑ Not for Profit ❑ City Resident/Civic Group ❑ Profit	

RPCA Facility Use Request Form: *Sample*

Continued

Purpose of the Event: _____ Event Title for Posting:_____

Target Audience: ❑ Pre Teen (0-12) ❑ Teen/Young Adult (13-21) ❑ Adults (22-59) ❑ Senior Adult (60 & older)

Estimated Attendance: Participants _____ Audience _____ Other _____ Total Estimate _____
Is this Event/Activity: ❑ Open to the public ❑ Private (by invitation only) ❑ Other: _____

SPECIAL CONSIDERATION: The undersigned certifies that he/she has read and understands the rules and regulations and responsibilities of the renters of recreation facilities and equipment, and that the same will be enforced and honored by the renting organization. The undersigned further certifies that he/she is a legally authorized representative to act for and accept such responsibilities for the organization. **Final approval of this permit is contingent upon approval by the Department of Recreation, Parks and Cultural Activities and receipt of deposit, if required, is submitted.** Cancellations made less than 30 days in advance of the rental date may result in forfeiture of deposit.

_____	_____	_____
Printed Name	Signature	Date

A nonrefundable deposit of $25, if applicable, must be made within two weeks of approval of this request to hold the reservation. **No rental is secure without the deposit.** The balance of the fee must be paid in full no later than 30 days prior to the event. If a request is received within 30 days of the event, full payment is due at time of application. **A security deposit up to $500, not to exceed the rental amount, is due one-week in advance of the event.** Payments are to be made payable to the "City of Alexandria" and sent to the Department of Recreation, Parks and Cultural Activities, 1108 Jefferson Street, Alexandria, VA 22314 or to the facility requested. Facility addresses are available at www.alexandriava.gov

For Office Use Only
❑ Approved ❑ Not Approved Program Supervisor: _____ Director/Designee: _____

Reset Form

Interdepartmental City Contract

Memorandum of Understanding

WHEREAS, The City of Alexandria and the Alexanadria City Public Schools are fortunate to be able to provide many fine public facilities for uses by its residents and students; and

WHEREAS, many of these facilities were constructed for the specific purpose of either public education or recreation, but have the capability of offering a much broader public use as joint community facilities; and

WHEREAS, the Alexandria City Manager and the Alexandria City Public School Superintendent jointly have agreed that it is in the best public interest of both the City of Alexandria and the Alexandria City Public Schools to work together to ensure the maximum feasible public use of these facilities for educational and recreational purposes; and

WHEREAS, the Alexandria City Public Schools and the Department of Recreation, Parks and Cultural Activities, Department of General Services and the Department of Transportation and Environmental Services of the City of Alexandria agree mutually to provide services related to their specific areas of responsibility for City facilities and activities.

NOW THEREFORE, the Alexandria City Manager and the Alexandria City Public Schools Superintendent do hereby enter into the following agreement for the cooperative use, management and financial support of these school and community facilities. This memorandum of understanding is intended to set forth the cooperative understanding between the parties, but is not intended to comprise a contract or other legally enforceable instrument.

I. PHILOSOPHY AND SITUATION

A. The Purpose of this agreement is to provide a structure for the broad and cost effective use and maintenance of all ACPS and City owned and operated facilities in support of the community use of these facilities. In addition, the purpose of this agreement is to provide detailed understanding and structure for cost effective grounds maintenance associated with school grounds, open space, and park property to provide greater efficiency to the City of Alexandria taxpayers.

B. It is recognized that the Alexandria City Public Schools and City agencies are limited in financial, personnel, and facility resources to support their respective programs. Therefore, an agreement establishing mutual maintenance and use of these facilities provides maximum effective utilization of all public/community facilities.

C. As new projects are needed or initiated, all parties shall coordinate and update the MOU accordingly via an addendum approved by the City Manager and ACPS Superintendent.

D. The Department of Recreation, Parks and Cultural Activities shall provide all outdoor grounds maintenance in the designated areas found in this agreement. ACPS will coordinate ACPS's landscape maintenance contractor's miscellaneous landscape work which is outside the scope of this MOU, to avoid conflicts with RPCA's work herein described. RPCA is not responsible for ACPS's contractor's work.

E. The existing City/Schools maintenance facility work group as appointed by the City Manager and the ACPS Superintendent, respectively agree that this oversight committee will address any grounds maintenance /snow removal issues that may arise, and will develop strong communication avenues to communicate with the principals, PTA and community.

F. The following avenue of communications is herewith established concerning outdoor grounds maintenance as shown in the designated areas of this agreement:

The ACPS Operations and Maintenance Director (ACPS-OMD) is the ACPS administrator of this agreement. As such, he/she is the effective point of contact between ACPS and the City Departments concerning administration of this MOU: ACPS/RPCA outdoor grounds maintenance portion of this agreement. The schools' principals (and/or staff) of ACPS herein designated facilities shall contact the ACPS-OMD concerning any/all grounds maintenance for their respective schools. APCS agrees that RPCA will respond only to grounds maintenance requests made by the ACPS-OMD in accord and compliant with this agreement.

RPCA Park Operations division chiefs (overseeing grounds maintenance and snow removal) will be RPCA's effective point of contact concerning any/all grounds maintenance on ACPS properties in accord and compliant with this agreement.

G. The City/School maintenance facility work group shall attempt to resolve all issues relating to the joint use of the facilities as covered by the guidelines contained herein.

H. This Memorandum of Understanding supersedes all previous documents.

I. ACPS shall be responsible for the electrical and water costs associated with each site. ACPS shall be responsible for the litter pick up at all ACPS sponsored events. Department of Recreation, Parks and Cultural Activities shall be responsible for litter pick up at all Department of Recreation, Parks and Cultural Activities sponsored events.

The Department of Transportation and Environmental Services shall empty the designated trash cans identified at each site and be responsible for daily litter pick up of the grounds with the understanding that there is a coordinated effort to keep the grounds clean. If additional cleaning or trash services are required for special School events the costs will be determined before the event and paid for by ACPS.

II. ADMINISTRATION OF THE AGREEMENT

A. The City Manager, the ACPS Superintendent and their respective designees are responsible for the proper use, supervision and maintenance of all public facilities under their control in accordance with this agreeement..

B. A City/School Staff Facilities Committee shall manage the routine administration of this agreement. The Committee will meet at a minimum on a annual basis and shall be composed of staff from City agencies and the Alexandria City Public Schools as appointed by the City Manager and the ACPS Superintendent, respectively. This committee will be comprised of three (3) representatives from the ACPS, three (3) members, totaling one vote, for the Department of Recreation, Parks and Cultural Activities, and one (1) member with one vote each from the City's Departments of Transportation and Environmental Services and General Services. The Chair and Co-Chair will be selected on a bi-annual (every two years) basis at the committee's first meeting of each even numbered fiscal year. The next scheduled meeting of the City/School Staff Facilities Committee will be held in June of 2015 and annually each June thereafter.

C. The committee shall attempt to resolve all issues relating to the joint use of the facilities as covered by the guidelines contained herein, and each committee member shall have one vote on any single voting issue. Conflicts related to issues regarding the joint use facilities, which are not resolved by the committee, will be forwarded to the City Manager and ACPS Superintendent for arbitration. If the issue remains unresolved, the City Manager and ACPS Superintendent will forward the issue to the City Council/School Board Subcommittee for resolution.

D. School principals and Department of Recreation, Parks and Cultural Activities staff will jointly review the condition of the joint used facilities on an annual basis (March).

E. The ACPS Superintendent and City Manager may establish a rental fee schedule for their respective facilities for approval by the School Board and/or City Council, as appropriate.

III. USE OF FACILITIES AND GROUNDS

A. This document denotes all facilities that are jointly used and that are available for community use.

B. The School Division is the primary user of School Facilities, including outdoor fields and shared use recreation center spaces during the normal school day, which should be interpreted to be from school starting time to the end of the formal classroom day plus one hour. During the one-hour period following class, schools will have priority for use of the school facility. During this time should mutual requirements for space occur, the school will make every effort to provide alternate space for the Department of Recreation, Parks and Cultural Activities use. After the one hour time frame, scheduled recreation programs will have priority for all school sites listed on the following page. Department of Recreation, Parks and Cultural Activities programs shall have priority for all recreation center spaces not identified as shared use.

C. ACPS and RPCA indoor and outdoor facility usage requests for the upcoming fiscal year, must be completed by both parties prior to March 1st. ACPS and RPCA facility use requests must be submitted in writing using each organization's official facility request forms. Each organization's request must include, by location, time-frame providing dates, days, times, and programs or sports activities requested. Final approval or denial by the ACPS School Division and RPCA Recreation Services Division regarding requested use must be completed by May 1st. Each organization must submit a final practice/game schedule prior to the beginning of the season.

Set forth below is the prioritization of agencies/idividuals in descending priority-rank, regarding requested use of ACPS Facilities. All inter-governmental agreements, such as the agreement herein between ACPS and RPCA , take priorty over community use agreements regarding requested use of ACPS facilities. Priorized usage of ACPS facilities shall be as folllows:

Level I Organizations:

A. Alexandria City Public Schools activities and programs;

B. Recreation, Parks, and Cultural Activities sponsored programs - activities planned for ACPS property as per the ACPS and RPCA Share Use Agreement which defines the roles and responsibilities of each agency;

C. Community use as set forth by the "ACPS Community Use of School Facilitiies".

D. The scheduling of the School and City play fields and courts will be coordinated under the following guidelines:

1. The Recreation Services Division of the Department of Recreation, Parks and Cultural Activities does the scheduling of school fields and courts. During the scheduled school days of the school year, activities begin at the end of the classroom day, plus one hour. Scheduling on weekends during the school year, and during the summer months will be at the discretion of the Department of Recreation, Parks and Cultural Activities' Recreation Services Division.

2. The scheduling of the fields at T.C. Williams High School remains the responsibility of the School Division, but the School Division may schedule appropriate community and recreation activities, including RPCA sponsored activities at these fields, which are consistent with school requirements for the fields.

3. The scheduling of all other City fields remains the responsibility of the Department of Recreation, Parks and Cultural Activities at all times.

4. Schools which lack adequate outdoor play fields and courts to support their programs will have priority use of mutually agreed City facilities.

E. Use requirements should be identified prior to August 1st of any year, with specific hours reviewed and approved by the City/Schools Staff Facilities Committee. Additional City use of the school space or school use of the City space may be designated in any facility by mutual agreement.

F. City agencies may schedule other school facilities, including classrooms, multi-purposes rooms, gymnasiums, and auditoriums in support of City and community programs consistent with the guidelines set forth in this MOU.

G. Equipment installed in classrooms may not be used unless specifically approved by the appropriate school official.

H. Facilities custodial maintenance requirements and responsibilities for joint use facilities programs are identified herein and agreed upon by the City/Schools Staff Facilities Committee.

I. The normal time for the conclusion of the indoor activities and programs will be 10:00 p.m., or as mutually agreed.

J. All scheduling of facilities will be reviewed regularly by the City/Schools Staff Facilities Committee to accommodate changes and resolution of conflicts.

IV. RESPONSIBILITY

A. Whenever a facility is being used, the user group is responsible for:

1. Maintaining adequate discipline at and near the facility.

2. Providing adequate supervisory and organizational plans to support the requirements of the activities being conducted.

3. Security of the School and City owned facilities and equipment.

4. Prohibiting illegal substances or alcohol. Drugs (including alcohol) may not be dispersed or used on school property or within 1,000 feet of a school in accordance with the Safe and Drug Free Schools Act (i.e., Drug Free Zone). Smoking is prohibited on all school property.

5. Prohibiting weapons (including knives). Weapons may not be brought on to school property except by appropriate law enforcement agencies or Department of Recreation, Parks and Cultural Activities property in compliance with Federal and State Laws.

B. Operations and maintenance—All custodial and maintenance activities will be in accordance with the following provisions;

1. The School Division System shall have custodial responsibility for all school buildings, except full time recreation centers.

2. The City's full-time recreation centers and after school centers shall receive adequate heating and air-conditioning services during their regularly planned programs at night, weekends, and on holidays.

3. The City and Alexandria City Public Schools recognize the need to maintain and upgrade the outdoor facilities so they can properly and safely support the planned activities for which they were designed, and to support easy and cost-effective maintenance. To this end, the City/School Staff Facilities Committee will meet at least annually to determine a long-rang schedule for inclusion of such projects in the Capital Improvement Program (CIP) budget.

4. Incidental damages due to normal wear and tear, vandalism and accidents shall be the responsibility of the owner of each property.

V. FUNDING

1. Grounds Maintenance Services:
Grounds Maintenance Services provided by RPCA are divided into three “care” categories: 1) Turf Landscaping Maintenance (Includes natural turf athletic fields), 2) Horticultural Maintenance, and 3) Tree Care - Refer to Level of Services Matrices provided in this agreement above. The current existing level of Turf Landscaping Maintenance provided by RPCA is Level Four (4) “Standard”. The current existing level at Horticultural, and Tree Care Maintenance are at Level Two (2) “High”. These levels follow a new naming system found in this agreement; they are otherwise identical to the prior 2012 MOU levels. Permanent or temporary upgrade to a level of service must be made in one of the following two ways:

2. Permanent Upgrade to Level of Service:
If at any time under the exercise of this agreement ACPS determines need to permanently upgrade a level of service under one of the three care categories at a particular school location, a formal request for modification to this agreement must be prepared in writing by ACPS and submitted to RPCA. Any upgrade in service is subject to review and approval under ACPS budgetary process. With joint approval of the RPCA Park Operations Division Chief (Administrator of the MOU Agreement) and the ACPS Operations and Maintenance Director, the modification will be included in the next, biannual update to the MOU agreement.

3. Capital Improvement:
ACPS acknowledges RPCA's routine grounds maintenance (mowing, occasional cultural practices such as aerification, and top dressing) will eliminate certain natural turf deficiencies within athletic fields, but (CIP) capital investment is required periodically in order to prevent fields from deteriorating to conditions which may impose safety hazards on field users. Potential CIP renovations include blanketed heavy top dressing application (surface correction), sod replacement and repair, leveling, top soil amendment, major irrigation repair (pump replacement, redesign/construction), soil amendment, surface and sub-surface drainage control, and other procedures. ACPS is responsible for porviding capital investment to improve ACPS fields where and when it has been determined (by ACPS/RPCA mutual consent) that the field has deteriorated to a condition wherein user safety is compromised. RPCA recommends ACPS schedule capital investment for field improvement every six years for high-use fields increasing to a ten year interval for moderate use fields; low-use fields can be assessed as needed. High-use fields support regularly schedule team activities (seasonal) and may be subject to compliance under governing athletic organizations or other agency regulations/standards. RPCA agrees to provide technical assistance to ACPS Operations and Maintenance Director in developing appropriate project scopes and approximated cost estimates per school facility/site location as needed in ACPS' preparation of CIP (cited above).

4. Additional Service Request:If at any time under the exercise of this agreement, ACPS determines instantaneous need (temporary per event) requiring increased level of service, ACPS Operations and Maintenance Director shall submit a request in writing to the designated Park Operations Division Chief (Administrator of the MOU Agreement). An Additional Service Request will be prepared by RPCA. The request for additional service shall be jointly approved by ACPS Operations and Maintenance Director and the RPCA Park Operations Division Chief. Additional service request shall typically concern a one-time service and must be received by RPCA a minimum forty-five calendar business days prior to the scheduled event or is subject to denial by RPCA due to non sufficient time. Any additional cost associated with the Additonal Service Request shall be borne by ACPS.

5. Establishment of Landscaping Maintenance Services Fees:
Each even-numbered fiscal year, prior to March 1st, RPCA shall prepare and submit a Biannual Cost Analysis to the ACPS Operations and Maintenance Director for review. The cost proposal shall provide current, updated, projected costs to be incurred by RPCA in the performance of grounds maintenance services under this agreement during the next two fiscal cycles. Costs shall include material (equipment depreciation and use of products), fuel costs, labor costs (including benefits), time (including travel and preparation), and administrative costs.

The finalized Biannual Cost Analysis is subject to joint approval by ACPS Operations and Maintenance Director and RPCA Park Operations Division Chief prior to implementation. Through the RPCA cost analysis, if it is determined that projected costs for performance of grounds maintenance services under this agreement exceed the current budgeted allocation, ACPS will either request additional funding under ACPS budgetary process to cover the shortfall, or ACPS will reduce the current base line scope of services necessary to meet the existing budgeted allocation.

VI. PUBLIC INFORMATION

The City/Schools Staff Facilities Committee will prepare, in September of each year, for the City Manager and ACPS Superintendent an evaluation report on the administration of this agreement, which will be disseminated by the City Manager and ACPS Superintendent as they deem appropriate.

VII. ADDITIONAL TERMS AND SIGNATORIES

This agreement is made on this 6th day of November 2014, by and between the Superintendent of the Alexandria City Public Schools, and the City Manager of Alexandria, VA. It formalizes procedures for proper use of the City/Schools facilities and assigns responsibilities for the maintenance and other services for the facilities.

The City Schools and City Departments agree to mutual use and support of school and city facilities provision and services as outlined in the City/Schools Facility Maintenance and User Agreement. The staffs of all agencies involved further agree to meet twice yearly to discuss issues of mutual concern and attempt to resolve conflicts, which may arise from time-to-time.

The use of School and City Facilities by outside community groups will be governed by regular procedures of the School Board and the City Council in granting permits for use of facilities as provided for by the laws of Virginia and the policies and procedures of the School Board and City Council.

This agreement shall be for a two year term commencing on November 6th _____, 2014. The agreement shall be revised and updated with any proposed changes for review and discussion and approval every two years; privided however, that either party to this Agreement may terminate it upon sixty (60) days written notice to the other.

By: City Manager, Alexandria, VA	**By: Superintendent, Alexandria City Public Schools**
11/6/14	10-22-14
Date	**Date**

APPROVED AS TO FORM:

ASSISTANT CITY ATTORNEY

DATE_____ APPROVED TO FORM:_____, ASSISTANT CITY ATTORNEY